

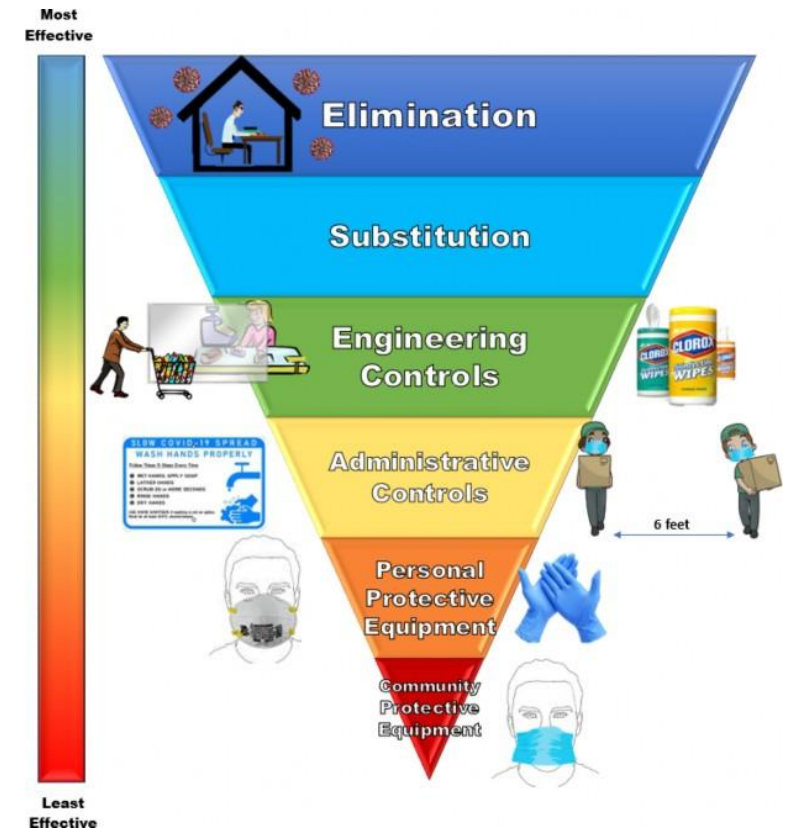
Covid-19 Risk Assessment – updated 25.02.21 ready for opening on 8.03.21. **New actions are highlighted**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal. Follow link for latest DfE guidance in full.

- [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment





Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times The protocols for minimising adult to adult contact That only one parent/carer should attend Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 	M	<p>Car sharing</p> <p>Staff required to inform HT if they are car sharing and this will be noted on individual risk assessments.</p> <p>Staff should:</p> <ul style="list-style-type: none"> Travel with windows open Wear face coverings for the entire journey The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back 	HT	Regular communications	Y


		<p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear. Staff will be supplied with a reusable mask too.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p>		into use as their own personal vehicle for transporting family members.			
Spread of Covid-19 Coronavirus	Any person on site	<p>School offers regular twice weekly testing to their staff and to carry out LFT at home prior to coming to work.</p> <p>Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing and communication is <i>strongly</i></p>	M	<p>HT attends DfE webinars on LFTs</p> <p>Training information emailed to all staff</p> <p>Administration data updated</p>	<p>HT</p> <p>VK/LE</p>	Jan 21	<p>Y</p> <p>Y</p> <p>Ongoing</p>


		<p><i>encouraged</i>. Staff test on Monday and Thursday, or for part time staff on morning they are due in work x1 a week. Results are emailed to office@westparkprimaryschool.co.uk</p> <p>Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days with day of test day 0).</p> <p>This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines.</p>					
Spread of Covid-19 Coronavirus	Any person on site	<p><u>Limiting contact with someone potentially suffering from coronavirus</u></p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.</p> <p>Any pupil, parent, staff or visitor does not come to site if they have Covid 19 symptoms or have tested positive in at least the last 10 days.</p> <p>Communicate fully with school about illness in the household.</p> <p>Promote and engage with NHS Track and Trace and provide details of close contacts.</p> <p>Everyone should self-isolate for 10 days if in contact with someone who has tested positive.</p>	M	Communication Training	HT	As guidelines are updated	On going

		<p>Contact Public health swiftly and follows all actions to contain any outbreak. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</p> <p>Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</p>		<p>Monitor use of communal areas (ICOs)</p> <p>Monitor if social distancing is being observed in classrooms between members of staff</p>			
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Spread of Covid-19 Coronavirus	Staff	Promotion of good personal hygiene	M	Letter to all children attending – link sent and on website	BJ	1.09.2020	1.09.2020
	Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. 		Text reminder Follow up if needed, teachers to alert SLT In newsletters		Reminder in letter for 8.3.21 opening	
		<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) Staff, visitors and children sanitise hands on entry to school, and adults check children's hands are clean. If they are not clean, children directed to wash hands and not touch any surfaces Pupils going to years 3, 4 and 5SA sanitise on yard, other children at entry to classroom direct access from outside 	L	Hand sanitizing station on entry to each room used by different bubbles, main entrance, playground x2, hall 	CR Office Visitors Teachers All staff	01.09.2020 Daily	01.09.2020
				Office staff ensure this is used by visitors e.g. technician/social workers.	All staff	Daily	

		<ul style="list-style-type: none"> Hand washing facilities with soap and warm water in place. 		<p>Sanitizer used on entry and exit of buildings.</p> <p>Pupils can use own sanitizer at parents' request</p> <p>Purchase handsfree sanitising stations.</p> <p>Located entry to staff room, staff entrance and main entrance.</p> <p>CR to top up each morning</p>	VK	2.11.2020	
		<ul style="list-style-type: none"> Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). 	L	<p>Prominent on entry points to school including notice board, and in each room, alongside sinks/sanitising stations</p> 	Office	Daily	01.09.2020
		<ul style="list-style-type: none"> Hygiene lessons (ebug) 	L	<p>Catch up lesson for pupils returning in Sept.</p> <p>Teachers to confirm with HT</p>	T/TAs	2.09.2020	Done

				Revisit key hygiene messages 03.11.2020 8.3.21			
		<ul style="list-style-type: none"> Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques. Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating dinner. 	L	<p>Hand sanitisers on entry to each room</p>  <p>Office staff ensure this is used by visitors e.g. technician/social workers. Sanitizer used on entry and exit of buildings.</p> <p>Assembly reminders e.g. on 20 second time scale</p> <p>Hot water supplied to all rooms to ensure good handwashing hygiene</p>	CR – paper towels	Daily	01.09.2020
		<ul style="list-style-type: none"> Employees, visitors and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands 	L	Posters displayed – all in place 01.09.2020	All staff	CR Daily check – tissues	On going

		and to avoid touching face, eyes, nose or mouth with unclean hands.		<p>Staff teach this to children and reinforce and promote</p> <p>Assembly reminders</p> <p>Foot operated lidded bins to be purchased and labelled instruct children how to use these as they tend to still lift lid</p>		VK	Done
	Adults and children on site	<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	L	<p>All in place 01.09.2020</p> 	CR	01.09.2020	On going
		<ul style="list-style-type: none"> Appropriate receptacles for disposal of tissues which are emptied throughout the day. 		<p>Lidded bins in place – we are using the recycling bins, placed by the sink, used for all tissues and paper towels. Internal bags to be disposed of. Other recycling can go in here. 05.06.2020</p>	CR	<p>September 1 2020</p> <p>Foot operated to be purchased Nov 2020</p>	<p>Done</p> <p>Done Nov 2020</p>
		<ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. 	L	<p>Children are seated in bubbles and are socially distanced. Bubbles in hall at different time (timetable in place for</p>	Supervisors	September 1 2020	On going

				<p>three different sittings plus reception, years 1 and 2. 30 hr nursery eat in EY sunshine room)</p> <p>Adults serve water, salad etc.</p> <p>Hand sanitiser in place at 11.30 each day in hall.</p> <p>Children to sit at tables until service ends 2.11.2020</p>			
		<ul style="list-style-type: none"> Staff to bring own utensils, cups etc. Food not to be shared e.g. snacks 	L	<p>No sharing of food</p> <p>Staff not to prepare drinks for each other</p> <p>March 21</p>	All staff		Ongoing
		<ul style="list-style-type: none"> Parents informed of hygiene expectations and to discuss with their child(ren). 	L	<p>Letter home</p> <p>Twitter feed – frequent retweet NHS wolves, council and Public Health</p>	HT	<p>September 1 2020</p> <p>March 21</p>	Done
		<ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. Enhanced importance with new strain and increased transmissibility 	L	<p>New classes to use natural ventilation and not air conditioning.</p> <p>Classes with high windows – open all</p> <p>Hall windows open</p>	<p>CR open daily am</p> <p>All staff</p>	Daily	On going

				Make sure meeting room windows are open. 15.09.2020			
		Cleaning <ul style="list-style-type: none"> Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. 2-6 	L	Midday clean Staff to wipe as needed during sessions Disinfectant spray in room purchased	CR/adults in room/LA cleaning	1.06.2020	On going
		<ul style="list-style-type: none"> Cleaners are sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	L	Meeting to discuss cleaning strategy, review LA risk assessment etc.	LA cleaners	1.06.2020 Repeated for September 2020	Done Done
		<ul style="list-style-type: none"> Cleaners are sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	L	Additional cleaner mid-day clean – 3 hours	HT/VK		Done
		<ul style="list-style-type: none"> Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. 	L	1.06.2020	HT/VK		Done
		<ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, 	L	Request checks and assurance from area supervisor. <i>Weekly feedback requested.</i>	HT/VK		Done

		door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.					
		<ul style="list-style-type: none"> Rigorous checks to be carried out by line manager to ensure that the necessary procedures are being followed. 	M	Request feedback	Area supervisor	Weekly	
		<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. 	L		Shires staff	Daily	On going
		<ul style="list-style-type: none"> Wiping of any shared resources e.g. books Good housekeeping – reduce amount of resources and items on table tops across school 	L	<p>Wipes purchased</p> <p>Protocol for resources shared 20.07.2020 ready for Sept opening</p> <p>Nursery spring 21 separate resources for am and pm – no cross contamination</p>	Class base staff	Daily	On going
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	M	<p>Posters displayed</p> <p>Timed text weekly to remind about symptoms and following guidelines</p> <p>Create guide for visitors</p>	HT letter Office	<p>01.09.2020</p> <p>March 21</p>	<p>Done</p> <p>Done</p>
		<ul style="list-style-type: none"> Implementation of social distancing – i.e. reducing the number of persons in any work 	L	Posters in key rooms e.g. staffroom (3) main	All staff	June 1	Done

		<p>area to comply with the 2-metre (6.5 foot) gap recommended by Government. Use capacity tool in key areas.</p> <ul style="list-style-type: none"> • Bubble sizes – full classes as per government guidelines • Cohorts are kept together and where ever possible different groups are not mixed. • The same teacher / staff members are assigned to each group and stay the same during the day; adults may move to different bubbles to facilitate delivery of full curriculum, PPA and interventions • Children use same classroom or area of a setting, including toilets, throughout the day with thorough cleaning of rooms at midday and the end of the day. • SEND/new arrival interventions in eco room to socially distance with separate resources and table top wiping • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering. 		<p>reception (2) – using capacity tool</p> <p>Staff meetings held via TEAMS Nov 2020</p> <p>Larger whole staff meetings in hall.</p> <p>All meetings via TEAMS 2.11.2020</p> <p>All staff to wear masks in communal areas outside of bubble and follow mask wearing protocol(masks purchased by school if needed)</p> <p>Masks to be stored in sealed bag when not in use</p> <p>Removed by not touching front of mask</p> <p>Hand sanitise after removing mask</p> <p>Adults in bubbles to socially distance from each other</p>	<p>Shires staff</p> <p>LA cleaners</p>		<p>01.09.20 20</p>
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				Staff can wear visors in class if they want to (purchased by school)			
		<ul style="list-style-type: none"> Staff reminded daily of the importance of social distancing both in the workplace and outside of it and following national guidelines. Renew message with essential message of new strain implication 	L	<p>Risk assessment</p> <p>Posters displayed</p> <p>Emails</p> <p>Staffroom – remove seating and reduce capacity to 3 for copying, access to lockers and facilities, staff from different bubbles not to sit for lunch within 2 metres. Staff room use must be minimised from March 21 and staff act responsibly and sensibly when they have break</p>	All staff		01.09.20 20
		<ul style="list-style-type: none"> Redesigning processes / rooms to ensure social distancing in place. Teams calls to be used instead of face to face meetings where needed. Social distancing also to be adhered to in staff rest areas. Management checks to ensure this is adhered to. Parents discouraged from gathering at school gates – use of poster and letter. Parents advised not to bring children to school if household is 	L	<p>Staff to minimise movement around school e.g. first aid, red hand, use of email to office etc. 2.11.2020</p>	<p>HT/SLT</p> <p>All staff</p> <p>Caretaker/staff make sure gates to yard are open fully on both</p>		01.09.20 20

		<p>not adhering to latest Government guidelines – scheduled text and letter</p> <ul style="list-style-type: none"> • Parents advised only one adult on school run to minimise number of people around site • Staff to communicate via email in school rather than walking around • Minimise staff or children going to office e.g. first aid in bubbles • Close bottom half of office door 		Scheduled texts weekly	sides 09.09.2020		
		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items around a class i.e. Food making / tasting, artefact sharing, touching activities etc. • School will cease hand shaking of children and visitors. • Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. 	L	Door stops to keep some open and reduce contact points	All adults on site		01.09.2020 Ongoing
		<ul style="list-style-type: none"> • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. 	L	In case of fire alarm, staff to close doors on evacuation	CR – daily All staff		01.09.2020
		<p><u>Dealing with a suspected case (staff and / pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a continuous cough, difficulty in breathing and high temperature, 	M	<p>PPE packs in place for SLT/office use only</p> <p>Packs include goggles, visor, apron, gloves prepared and left inside office door by printer</p>	All staff		01.09.2020 Ongoing

		<p>and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Staff to exit building and phone office immediately upon leaving building i.e. car park • Pupil to be brought to sit on chair outside office and office staff informed • TA goes back to bubble and SLT/office take over • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in designated area – meeting room - where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • Meeting room door closed and windows open at all times in day • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection (either eco or main entrance). • Areas used by unwell pupils who need to go home are appropriately cleaned once vacated. • PPE used by supervising staff is suitably disposed of/sanitised • If a member of staff becomes symptomatic school maintains 					
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		<p>regular remote contact with during this time.</p> <ul style="list-style-type: none"> If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the school will contact the Public Health or DfE to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 					
		<p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> The school will inform them of usage expectations: Compulsory handwashing / use of gel before entering school. Do not attend if symptomatic or someone in household is isolating Wearing of masks not mandatory but can be worn by visitors if they wish and if they are aware of hygienic use of face coverings 	L	<p>Visitor guidelines – include guidelines if they become symptomatic post visit and visitor signs form</p>	<p>Office CR All staff</p>	<p>March 21 add to website</p>	Ongoing

		<p>When wearing a face covering</p> <table><tr><th>Do</th><th>Do not</th></tr><tr><td><ul style="list-style-type: none">Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering onChange the face covering if it becomes damp or if you've touched it</td><td><ul style="list-style-type: none">Wear the face covering on your neck or foreheadTouch the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virusTake the face covering off and put it back on a lot in quick succession</td></tr></table> <p>When removing a face covering</p> <table><tr><th>Do</th><th>Do not</th></tr><tr><td><ul style="list-style-type: none">Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removingOnly handle the straps, ties or clipsIf single-use, dispose of it carefully in a residual waste binIf reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabricWash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser after you have removed</td><td><ul style="list-style-type: none">Handle the front of the face covering when removing – it may be contaminatedShare face coverings</td></tr></table>	Do	Do not	<ul style="list-style-type: none">Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering onChange the face covering if it becomes damp or if you've touched it	<ul style="list-style-type: none">Wear the face covering on your neck or foreheadTouch the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virusTake the face covering off and put it back on a lot in quick succession	Do	Do not	<ul style="list-style-type: none">Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removingOnly handle the straps, ties or clipsIf single-use, dispose of it carefully in a residual waste binIf reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabricWash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser after you have removed	<ul style="list-style-type: none">Handle the front of the face covering when removing – it may be contaminatedShare face coverings					
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	<p><u>Emergency procedures</u></p> <ul style="list-style-type: none">All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.Pupils' parents are contacted as soon as practicable in the event of an emergency.Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	L		ED + office checking texts not sent etc. Letter	Ongoing	3.06.2020									
	<ul style="list-style-type: none">The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	L		AK BJ policy	27.05.20	Done									

		<p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place. 	L	<p>New guidance – staff and visitors to wear face masks in communal areas</p> <p>PPE required if;</p> <ul style="list-style-type: none"> a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. This will be SLT/office depending on who is in. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Gloves, aprons, masks should be carefully removed in 	VK sourced items		<p>Done</p> <p>3.06.2020</p>
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				<p>meeting room to reduce contamination and disposed of safely.</p> <ul style="list-style-type: none"> LA advice 01.09.2020 children can wear face mask if they want to but are responsible for safe use – see guidance above Staff can use visors if they want to and are responsible for cleaning Staff must wear face masks for duties on yard/meeting with professionals/parent /communal areas 			
		<p><u>Additional control measures</u></p> <p>Reduce mixing within setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible <p>Start of day not staggered; pupils can enter classrooms from 8.30 to 8.45 from main playground. Similar process in nursery with one way system. SC lock gate 8.50am.</p> <p>End of day</p> <p>Y3 library</p> <p>Y4 playground main exit – teachers escort out</p> <p>5SA playground main exit – teachers escort</p> <ul style="list-style-type: none"> staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. 	M	<p>2.11.2020</p> <p>Parents of pupils with no siblings to be collected at 2.55pm. All other children at 3.05pm.</p> <p>All staff ensure that both sides of gate are open to reduce pinch point.</p> <p>SLT on yard to promote social distancing, only one parent collecting,</p>	<p>SLT</p> <p>ED/VK Posters</p> <p>All staff</p>		Done




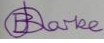
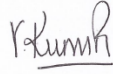
		<ul style="list-style-type: none"> staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart and tables labelled so staff and children know allocated tables for bubbles. ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 		<p>leaving the yard as soon as children are collected.</p> <p>Use of bell to encourage swift exit from yard.</p> <p>Public Health officers to visit school x3 occasions March 21 to support distancing and mask wearing in community</p>			
		<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks. for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. outdoor equipment will be used by 'bubble' groups (1.06.2020) and kept in rooms, and handwashing in place before and after playtime 	L	Review 9.11.2020			01.09.2020
		<p>For shared rooms:</p> <ul style="list-style-type: none"> use dining area as per capacity tool. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID- 	L		All staff		On going

		19: cleaning of non-healthcare settings guidance. <ul style="list-style-type: none"> stagger the use of staff rooms and offices to limit occupancy. 					
		<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	L	<p>Each child has resources in labelled tray/basket</p> <p>Staff wipe plastic books covers on reading books when returned to school</p>	All staff		On going
		<p>Staff to child ratios:</p> <ul style="list-style-type: none"> Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) 	L		SLT		Done

		<p>Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. (Actions for educational and childcare settings to prepare for wider opening from 1 June 2020)</p>					
		<p>Additional considerations:</p> <p>Effective communication is key and cannot be underestimated. Please ensure:</p> <ul style="list-style-type: none"> • Everyone is reminded of public health advice and any updates in this fast-changing situation. • Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. 	L		<p>HT emails</p> <p>All staff</p> <p>Office</p> <p>Staff</p>		Ongoing

		<ul style="list-style-type: none"> Weekly summary data for each class to HT. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance and with confirmation from Track and Trace staff, or after a negative result. 		critical workers in other year groups should also be split into small groups limited by capacity size and rooms.			
		<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. 	L	Training via Hayes – link sent March 2020 Email links to relevant support websites March 21 EP service offer of well being training to be organised	SLT All staff		Ongoing
		<ul style="list-style-type: none"> Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	L	LA training accessed.	All staff		

	Name	Position	Signature	Date	Review Date

Risk Assessor (s)	Briony Jones	HT	    	01.09.2020	16.09.2020
	Azizan Kabil	DH			
	Elaine Dovydaitis	AH			Updated for wider opening 18.06.2020
	Bryanie Clarke	EYFS leader			Updated for full opening 17.07.2020
	Vanita Kumari	Office manager			6.11.2020
	Carl Radford	Caretaker			25.02.21
Governors	Parkash Krishan	Co chair	<i>Signed copy in school</i>	08.12.2020	2.03.21
	Lyndsay Stallard	Co chair			