

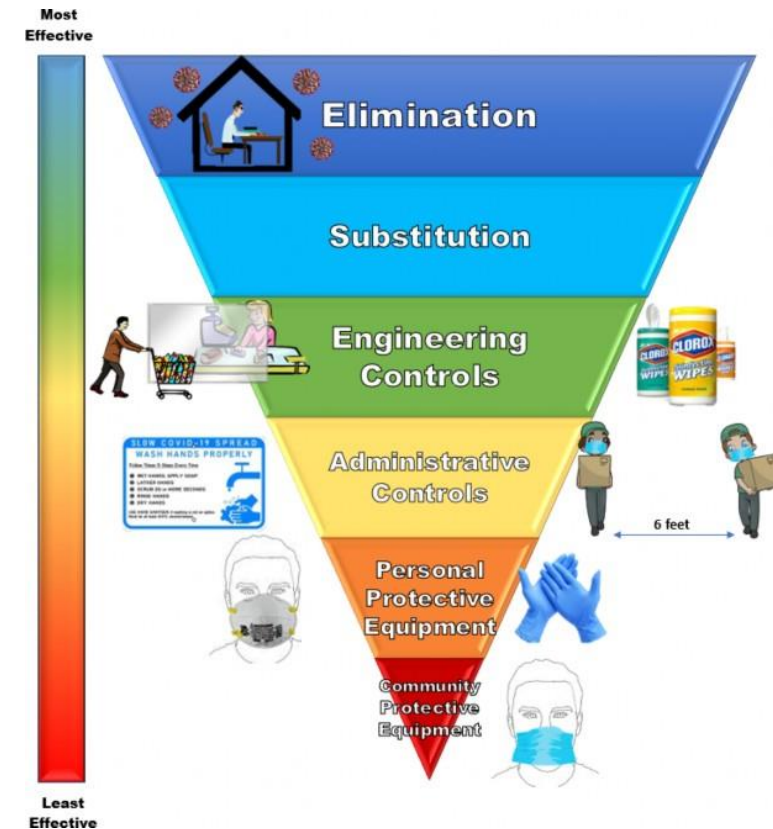
Covid-19 Risk Assessment FULL OPENING

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.

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [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 |
|--------------------------------|--|--|----------------------|--|---|---|------------|
| Spread of Covid-19 Coronavirus | Staff 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 | <u>Promotion of good personal hygiene</u> <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. | M | Letter to all children attending – link sent and on website Text reminder Follow up if needed, teachers to alert SLT | BJ | 1.09.2020 | 1.09.2020 |
| | | <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 | 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 |

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| | in relation to your operations | <p>clean, children directed to wash hands and not touch any surfaces</p> <ul style="list-style-type: none"> Pupils going to years 3, 4 and 5SA sanitise on yard, other children at entry to classroom direct access from outside Hand washing facilities with soap and warm water in place. | | <p>Office staff ensure this is used by visitors e.g. technician/social workers.</p> <p>Sanitizer used on entry and exit of buildings.</p> <p>Pupils can use own sanitizer at parents' request</p> | All staff | Daily | |
| | | <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"> Lessons on first morning in school (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 |
| | | <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 | L | <p>Hand sanitisers on entry to each room and main entrance</p> | CR – paper towels | Daily | 01.09.2020 |

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| | | <p>for at least 20 seconds, where necessary.</p> <ul style="list-style-type: none"> 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. | |  <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> | | | |
| | | <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 and to avoid touching face, eyes, nose or mouth with unclean hands. | L | <p>Posters displayed – all in place 01.09.2020</p> <p>Staff teach this to children and reinforce and promote</p> <p>Assembly reminders</p> | All staff | CR | On going |
| | 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 |

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| | | <ul style="list-style-type: none"> Appropriate receptacles for disposal of tissues which are emptied throughout the day. | L | 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 | CR | September 1 2020 | Done |
| | | <ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. | L | Children are seated in bubbles and are socially distanced. Bubbles in hall at different time (timetable in place for three different sittings plus reception, years 1 and 2. 30 hr nursery eat in sunshine room) Adults serve water, salad etc. | Supervisors | September 1 2020 | On going |
| | | <ul style="list-style-type: none"> Parents informed of hygiene expectations and to discuss with their child(ren). | L | Letter home Twitter feed – frequent retweet NHS wolves, council and Public Health | HT | September 1 2020 | Done |
| | | <ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. | L | New classes to use natural ventilation and not air conditioning. Y4 classes – also top windows CR am Hall windows open | CR open daily am All staff | Daily | On going |

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| | | | | 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. Weekly feedback requested. | HT/VK | | Done |

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| | | 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 | Wipes purchased Protocol for resources shared 20.07.2020 ready for Sept opening | Class base staff | Daily | |
| | | <p>Social Distancing</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 | Posters displayed Timed text weekly to remind about symptoms and following guidelines | HT letter Office | 01.09.2020 | Done |
| | | <ul style="list-style-type: none"> Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. Use capacity tool in key areas. | L | Posters in key rooms e.g. staffroom (5) main reception (2) – using capacity tool | All staff Shires staff LA cleaners | June 1 | Done 01.09.2020 |

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| | | <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. Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering. | | <p>Staff meetings held in eco.</p> <p>Larger whole staff meetings in hall.</p> | | | |
| | | <ul style="list-style-type: none"> Staff reminded daily of the importance of social distancing both in the workplace and outside of it. | L | <p>Risk assessment</p> <p>Posters displayed</p> <p>Emails</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. | L | | <p>HT/SLT</p> <p>All staff</p> <p>Caretaker/st aff make</p> | | 01.09.20 20 |

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| | | <ul style="list-style-type: none"> • 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 not adhering to latest Government guidelines – scheduled text and letter • 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 | sure gates to yard are open fully on both sides 09.09.2020 | | |
| | | <p>Reducing contact point activities</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 |

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| | | <p>Dealing with a suspected case (staff and / pupil)</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, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • 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). | 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 | | <p>01.09.20 20Ongoing</p> |
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| | | <ul style="list-style-type: none"> • 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 regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority 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>Controlling other users of building (visitors / contractors)</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 | | Office CR All staff | | 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 | L | | AK BJ policy | 27.05.20 | Done | | | | | | | | | |

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| | | emergencies are managed in line with this policy. | | | | | |
| | | <p>Personal Protective Equipment (PPE)</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>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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). | VK sourced items | | <p>Done</p> <p>3.06.2020</p> |

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| | | | | <ul style="list-style-type: none"> Gloves, aprons, masks should be carefully removed in meeting room to reduce contamination and disposed of safely. LA advice 01.09.2020 that staff and 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 | | | |
| | | <p>Additional control measures</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. SC lock gate 8.50am.</p> <p>End of day</p> <p>Y3 library 3.05pm</p> <p>Y4 3pm playground main exit – teachers escort out</p> <p>5SA 3.05playground 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>10.09.2020</p> <p>Parents of pupils with no siblings to be collected at 2.45pm.</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, leaving the yard as soon as children are collected/.</p> | <p>SLT</p> <p>ED/VK Posters</p> <p>All staff</p> | | Done |

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| | | <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>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 | | | | 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 |



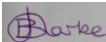
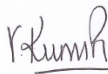
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| | | 19: cleaning of non-healthcare settings guidance. <ul style="list-style-type: none"> stagger the use of staff rooms and offices to limit occupancy. | | | | | |
| | | Reduce the use of shared resources: <ul style="list-style-type: none"> by limiting 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) | 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 |
| | | Staff to child ratios: <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 | L | | SLT | | Done |

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| | | <p>children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings)</p> <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 under estimated. 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 – | L | | <p>HT emails</p> <p>All staff</p> <p>Office</p> | | Ongoing |

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| | | <p>the school informs the relevant staff.</p> <ul style="list-style-type: none"> • Staff inform the headteacher when they plan to return to work after having coronavirus. • The headteacher/deputy/assistant contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. • Schools publish their completed risk assessment on their website. • Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement. | | <p>HT Google teams survey 29.05.2020</p> <p>Response emailed out 2.06.2020</p> | <p>Staff</p> <p>SLT</p> <p>SLT/office</p> <p>HT</p> | | Done |
| | | <ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff | L | If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under | <p>VK</p> <p>S4S</p> | Weekly | Ongoing |

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| | | <p>member has been sent home with suspected coronavirus.</p> <ul style="list-style-type: none"> • Daily report to the HT on number of absences and symptoms. • 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, or after a negative result. | | <p>the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups limited by capacity size and rooms.</p> | | | |
| | | <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 | <p>Training via Hayes – link sent March 2020</p> <p>Email links to relevant support websites</p> | 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 | | |

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