

Coronavirus (COVID-19): risk assessment for reopening Pathfinder Schools in September

Name of School: Acomb Primary school

Assessment conducted by: Ruth Collins (SBM), Lee Haynes (Exec Head), Simon White (Head of School), Mike Wells (MAT Facilities and Estate Manager) Consulted with: M Wells S Willsden M Bowling		Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 7th July 2020	Review interval: Weekly Recommend weekly until October Half Term or as guidance changes	Date of next review: 15th September 2020

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure this risk assessment reflects local arrangements within their context.

Activity/ Situation	Full reopening of school – September 2020					
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	Parents ☒	Volunteers ☒
Hazard(s)	<ul style="list-style-type: none"> ✗ Awareness of policies and procedures ✗ Social distancing measures not followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 					

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	Minor Causes physical or emotional discomfort.	Medium (M)	Low (L)	Low (L)

Risk Rating	Guidance and Trust control measures control measures	How has the control measure been implemented	In place (Yes/No/ Outstanding) If outstanding add to action plan	Risk Rating following Action
Prevention				
H	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> ● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days ● Anybody who develops symptoms to be sent home as soon as practicably possible. ● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected ● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron) ● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds 	<ul style="list-style-type: none"> ● Guidance to be provided to staff and parents/carers with clear instructions regarding the symptoms and expectations. ● SBM office to be used as an isolation room if required. ● Supplies of PPE available in each classroom and SBM office and main office ● Handwashing facilities and hand sanitiser available throughout school and information on how to wash hands effectively displayed 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> ● Hand wash or sanitiser stations to be available to all personnel in school including when they arrive at 	<ul style="list-style-type: none"> ● 4 hand washing stations and 2 sanitiser stations available outside of school and supplies of soap available in each toilet/sink area and classroom. 	<p>Yes</p>	<p>L</p>

	<p>school, when they return from breaks, when they change rooms and before and after eating</p> <ul style="list-style-type: none"> ● Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative ● Handwashing must be for a minimum of 20 seconds with soap and water ● School must Build hand washing routines into school culture 	<ul style="list-style-type: none"> ● Soap prioritised over sanitiser for children. Children supervised whilst washing their hands. ● Children reminded of the importance of hand washing throughout the day and guidance and posters displayed on how to wash and dry your hands properly. 	<p>Yes</p> <p>No</p>	<p>L</p> <p>L</p>
H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> ● Provision of tissues and lidded bins ● Supporting younger children or those with complex needs to understand that this is now part of how school operates ● If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant ● Face coverings not to be promoted within school as staff and children will be mixing in consistent groups 	<ul style="list-style-type: none"> ● Lidded bins provided in each classroom ● Tissues available in each classroom ● RA's written for all children with an EHCP or children who spit/bite. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>M</p>
	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> ● Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on COVID-19: cleaning of non-healthcare settings guidance (due to be updated by the end of the summer term) ● More frequent cleaning of rooms/ shared areas that are used by different groups 	<p>Please add cleaning schedule as an appendix to this RA</p> <p>See attached as appendix A</p>	<p>Yes</p>	

	<ul style="list-style-type: none"> frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 			
H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> Creation of the smallest size bubbles that will allow all children to return to school All bubbles must operate in isolation from other bubbles Limit the use of all shared and social spaces between bubbles Where larger bubbles exist (more than one standard size class) the focus must be on other control measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance Where staff need to move between groups they should try to keep their distance from children and staff, ideally 2 metres. Where this is not possible with younger children the member of staff should be risk assessed individually (using the trust RA process) 	<ul style="list-style-type: none"> Bubbles will be made up of phases: Reception (45 max), KS1: (90 max) LKS2 (105) and UKS2 (90) Bubbles will operate independently of each other and will have breaks and lunchtimes staggered to allow this. Outside of these times with the exception of reception, classes will generally operate in class sizes (30) Desks in classes from year 3 upwards will face forwards. Children will be reminded about social distancing throughout the day. All staff are able to move between bubbles if necessary ie MSA's 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>M</p>
	Measures within the classroom			

	<ul style="list-style-type: none"> ● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children ● Where 2m distancing is not appropriate adults should minimise the time spent with 1m of anyone and try to avoid all face to face contact ● All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support should continue as normal ● Classrooms to be set up with children forward facing, they can be sat next to each other. ● All large gathering to be avoided such as assemblies and collective worship ● Timetabling should avoid students and staff using corridors, entrances and exits at the same time as another group (Also consider the amount of time needed for cleaning between each group) ● Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered 	<ul style="list-style-type: none"> ● Safe spaces to be measured out in classrooms, where space allows, safe spaces will be allocated for teachers ● Clear guidance provided to staff on control measures and how to operate within the classroom. ● All teachers and TA's in a class with a child with an EHCP will be risk assessed using the MAT's RA process where appropriate. ● All classrooms from year 3 upwards and year 2 where possible will have children sat at forward facing desks. ● No assemblies will take place outside of bubbles. ● Breaks and lunch to be staggered and areas allocated on the KS2 field for lunchtimes to ensure bubbles do not mix. Times for the hall: Reception: 11.30am Year 1: 11.40am Year 2: 11.55am Year 3: 12pm Year 4: 12.20pm Year 5: 12.30pm Year 6: 12.40pm ● The beginning and the end of the school day will be extended so parents/carers can drop children off between 8.40am and 9.00am and picked up between 2.40pm and 3.00pm 	<p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>M</p>
H	Staff shared areas			

	<ul style="list-style-type: none"> ● Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break ● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups ● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs – Staff from different groups should try to remain 2m apart ● Office staff should try to operate to 2m distancing 	<ul style="list-style-type: none"> ● Fabric chairs removed and plastic chairs spaced out in staffroom ● Cleaning equipment available in the staffroom and to be used after each use, i.e. microwave, fridge door etc. ● Dishwasher to be used by all and staff encouraged to bring their own travel mugs into school and take them home for cleaning each day 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p>
H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> ● Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day ● Where this is not possible a staggered start and finish time may be necessary ● Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home 	<ul style="list-style-type: none"> ● The beginning and end of the day will be extended to avoid large numbers congregating outside of school. Parent/carers can drop off from 8.40am - 9.00am and pick up from 2.40pm to 3.00pm ● Parent/carers will be asked to provide a plastic bag for masks if used and these will be kept in the child's bag. 	<p>Yes</p> <p>No</p>	<p>M</p> <p>L</p>
H	<p>Non-school staff</p> <ul style="list-style-type: none"> ● Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. ● Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing ● Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m 	<ul style="list-style-type: none"> ● Guidance will be provided to all temporary/supply staff working in school. ● Guidance will be provided to all contractors who visit school. Risk assessments requested for all non MAT/CYC contractors. ● Visits to be pre-arranged with the SBM 	<p>No</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p>

	<p>distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided. All instruments bar wind can be resumed, a decision on group lessons is TBC</p> <ul style="list-style-type: none"> ● Volunteers may be used within consistent bubbles whilst adhering to 2m distancing ● A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with. 	<ul style="list-style-type: none"> ● Peripatetic music teachers can continue to teach individuals or group with exception of brass and wind instruments ● Volunteers will not be allowed in school until after october half term ● The office will take details of which area and class/es volunteers working with and guidance provided to volunteers once they can be welcomed back to school. ● Parents not allowed within the building/s other than by prior appointment 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>M</p> <p>L</p> <p>L</p> <p>L</p>
H	<p>Resources</p> <ul style="list-style-type: none"> ● Staff and children to have individual frequently used items such as pens and pencils – These should not be shared ● Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles ● Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics) ● Soft items such as cuddly toys, rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning 	<ul style="list-style-type: none"> ● Each child will have their own resource pack with a white board and pens and pencils included. These will be kept in the child's own tray each night. ● Sterilising tablets will be available to each class for cleaning of ‘shared resources’ after each use. ● Soft items to be removed from classrooms, for example, rugs, and toys where necessary for curriculum purposes they will be cleaned in the school washing machine as appropriate. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> ● The use of hard to clean items such as play doh and sand pits are discouraged ● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use. ● Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted. ● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development. ● Where staff share resources i.e. laptops they must be cleaned in between uses ● School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September. 	<ul style="list-style-type: none"> ● Dressing up costumes can be used but must be cleaned weekly ● Play doh can be used as long as each child has their own pot ● Smaller sand trays can be used and replaced weekly ● Outdoor play equipment will be available for use. ● Parent/carers will be provided guidance on what can and cannot be brought into school. ● Books will be returned on a Thursday and kept in quarantine over the weekend before being re-distributed. ● Wipes are available for laptops. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>I</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised ● Where outdoors spaces cannot be used large indoor spaces can be used. ● All contact sports must be avoided ● Equipment must be thoroughly cleaned between groups ● Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. 	<ul style="list-style-type: none"> ● PE sessions will focus on outdoor activities and non contact sports ● Should the Hall need to be used, this will be permitted only with prior agreement so cleaning procedures can be maintained. ● Gymnastics equipment in the hall will not be used. ● Steriliser tablets and tubs are available for sports use to be cleaned between sessions. ● Guidance will be provided for external sports coaches. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>			

	<p>PPE is only needed in the following circumstances:</p> <ul style="list-style-type: none"> ● where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ● where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> ● Guidance will be provided to staff re process for PPE ● PPE is available in classrooms and stocks held in the main office. ● Risk assessment will be written for any child who will need intimate care 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p>
H	<p>Responding to an infection</p> <ul style="list-style-type: none"> ● All children and staff in school advised not to attend if they are displaying symptoms. Anyone displaying symptoms to be sent home as soon as reasonably possible ● Person displaying symptoms to book a test using the online portal – Schools can support if parents have problems using the service. ● In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital ● The person displaying symptoms must self-isolate pending test results. ● School to contact central team using covidnotification@pmat.academy regarding any potential cases ● In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one 	<ul style="list-style-type: none"> ● Guidance to be provided to parent/carers and staff regarding what symptoms to look out for. ● Parent/carers will be provided with the testing information/tests. 	<p>Yes</p> <p>Yes</p>	<p>M</p> <p>L</p>

	<p>will significantly increase the likelihood of them getting tested.</p> <ul style="list-style-type: none"> • Parents and staff will need to inform the school immediately of the test result. • If somebody tests negative and has no further symptoms they can stop self-isolating and return to school • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. 			
H	<p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • School to contact central team using covidnotification@pmat.academy who will liaise with the local health protection team regarding the next steps • The school must work with the local health protection team providing all information requested. School should be able to easily provide the HPT with information of people within the group of the infected person and where appropriate of any additional groups. • The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise • A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality 	<ul style="list-style-type: none"> • The office/SBM will inform the Central MAT team of any positive test results. • The school will work closely with the MAT and health teams on any positive results or potential outbreak. 	<p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p>

	<p>must be maintained of the names of those with infection not shared.</p> <ul style="list-style-type: none"> Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. Schools do not need to request evidence of negative tests 			
H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> Where possible children will be grouped together on transport reflecting the bubbles they are in. Where this is not possible the school must maintain records of the separate bubbles the children are operating within. Hand sanitiser must be used on boarding and disembarking Vehicles will need to be cleaned frequently Queues to be organised for boarding For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport <p>Use of public transport</p> <ul style="list-style-type: none"> Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. Families using public transport should be advised to refer to the safer travel guidance for passengers. 	<ul style="list-style-type: none"> School trips will not be permitted before October half term. This will negate the need for transport. Swimming lessons to be postponed until after Christmas <ul style="list-style-type: none"> Parent/carers/staff will be provided guidance on public transport and the need for face masks. Parent/carers/staff will be recommended to avoid public transport where possible and especially within peak times 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions. 			
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> All shielding advice will pause on August 1st and therefore all children, even those who are vulnerable, can return to school Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). In these cases individual risk assessments will need to be carried out. If parents of pupils with significant risk factors (Clinically Vulnerable, BAME, Obesity and diabetes) are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return. 	<ul style="list-style-type: none"> Guidance will be provided to parent/carers regarding the compulsory return to school 	Yes	L
H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing. Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained 	<ul style="list-style-type: none"> Risk assessments will be updated for staff who were classed as clinically vulnerable or extremely clinically vulnerable using the MAT RA process. 	No	L

	<ul style="list-style-type: none"> Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these. 			
H	<p>Deployment of control measures</p> <ul style="list-style-type: none"> Schools should arrange sufficient time to train staff in the new ways of working with school Parents should receive communication from the school to outline the expectations required from them and how the school day will be different for their child 	<ul style="list-style-type: none"> Copies of the RA will be made available to staff before the end of the summer term. A full staff briefing (face to face) will take place on the training day of Monday the 7th September 2020. Parent/carers will be provided guidance regarding the full return to school prior to them returning on the 8th September 2020. 	No Yes Yes	L L L
H	<p>Estates</p> <ul style="list-style-type: none"> School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air All windows should remain open when a classroom/office is in use 	<ul style="list-style-type: none"> Site checks will remain in place over the Summer holidays and are the responsibility of the Head of School and School Business Manager. Air conditioning units only in place within the temporary classroom units. Windows will remain open and internal doors. 	Yes Yes Yes	L L L
H	Extra-curricular provision			

	<ul style="list-style-type: none"> ● Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings. ● School must keep accurate records of the secondary bubble of any child ● Where possible clubs will try to accommodate separation for existing bubbles ● Club group sizes will need to be consistent with the maximum bubble size permitted within the school. ● Risk assessments must be carried out for out of school provision – Schools should use the guidance Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ● Parents should be advised to limit their use of wrap around providers and only use when essential. ● If parents use non school based childcare they should inform the school so they can keep records of additional mixing – Families should be encouraged to mix their child(ren) in the smallest number of bubbles possible 	<ul style="list-style-type: none"> ● OOSC will re-open to pupils who have booked sessions on Tuesday the 8th September. This will function as a bubble in its own right and will not go above the maximum bubble size within school of 105 per session. It will however have children and staff in from every bubble within school. ● A separate RA will be provided for this setting and attached to this on completion 	<p>Yes</p> <p>Yes</p>	<p>M</p> <p>M/L</p>
H	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Health and Safety Policy ● First Aid Policy ● Daily Classroom / Area Cleaning Checklist – COVID 19 ● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ● The Health Protection (Notification) Regulations 2010 ● Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ 	<ul style="list-style-type: none"> ● Staff have been provided with this information. ● This will be added to inductions for new staff 	<p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p>

	<p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training about expectations of cleaning routines and timings.</p> <ul style="list-style-type: none"> ● The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE 	<ul style="list-style-type: none"> ● Guidance will be re-iterated in bulletins and at the staff training day. 	Yes	L
	<p>Fire, Intruder Alarms & Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> ● All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) ● Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available ● If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details 	<ul style="list-style-type: none"> ● A fire evacuation drill will be carried out twice during the first half term. 	No	L

ACTION PLAN (insert additional rows if required)	TO BE ACTIONED BY	ACTION COMPLETE
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Further control measures identified to reduce risks so far as is reasonably practicable		POSITION	NAME	DATE	SIGNATURE	DATE
1	Induction updated for new staff	SBM	Ruth Collins	10/7/20		

○ COMMENTS AND INFORMATION (Use this section to record how the risk assessment has been communicated and any other comments and information)

Review date	Are there any changes to the activity since the last assessment? Clarify that all the controls are in place and monitored on a regular basis	Name and signature of reviewer	Next review date

Appendix A: Cleaning schedule

Acomb Primary School cleaning schedule

Location	Description	Frequency	Action
Entrances, hallways and corridors.	These areas are generally the first areas seen by anybody visiting the school including pupils and staff members. They offer a first impression of the school.	Daily	<ul style="list-style-type: none"> · Vacuum all carpeted areas · Mop all hard floor areas · Clean finger marks from glass partitions and doors · Dust/polish wooden furniture, ledges, fire extinguishers and radiators to hand height, including pictures · Clean Reception Desk
		Monthly	<ul style="list-style-type: none"> · Dust vents, lights, pipes, window blinds and door frames. · High dusting of areas above 5 feet.

Classrooms inc Library	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.	Daily	<ul style="list-style-type: none"> · Empty waste bins, replace and remove bags to disposal point · Damp wipe outsides of bins as required · Damp wipe/polish desks, tables and chairs including legs · Damp wipe/polish skirting, ledges, radiators & window ledges · Spot clean walls as necessary · Vacuum carpet areas and mop hard floors · Spot cleaning of soiled areas of carpet · Clean glass in doors and partitions to remove fingerprints · Wipe down and clean sink areas and surrounds with disinfectant/wipe solution · Wipe cupboard doors, handrails, light pullcords, door handles and push plates with disinfectant/wipe solution
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			<ul style="list-style-type: none">· Damp wipe and disinfect soap dispensers & hand towel holders
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		Weekly	<ul style="list-style-type: none">· Dust furniture surfaces.· Damp clean desk and table tops.· Vacuum all carpeted areas.· Clean door surfaces.· Descale any fittings
		Monthly	<ul style="list-style-type: none">· Dust vents, lights, pipes, window blinds, door frames.· High dusting of areas above 5 feet.· Vacuum upholstered furniture.·

<p>Offices, Meeting room</p>	<p>In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.</p>	<p>Daily</p>	<ul style="list-style-type: none"> · Empty waste bins, replace and remove bags to disposal point · Damp wipe outsides of bins as required · Damp wipe/dust/polish cleared desks, lamps, under filing trays and sundry desk items as possible · Damp wipe/sanitise telephones · Dust/polish wooden furniture, ledges, fire extinguishers and radiators to hand height, including pictures · Spot clean finger marks from glass partitions/doorways · Vacuum all carpet areas including under desks and chairs · Vacuum all soft furnishings as necessary · Wipe down and clean sink areas and surrounds with disinfectant/wipe solution
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			<ul style="list-style-type: none">· Dust furniture surfaces and window sills
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		Weekly	<ul style="list-style-type: none">· Clean door surfaces· Descale any fittings
		Monthly	<ul style="list-style-type: none">· Dust vents, lights, pipes, window blinds and door frames.· High dusting of areas above 5 feet.

<p>Toilets & Cloakrooms</p>	<p>These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.</p>	<p>Daily</p>	<ul style="list-style-type: none"> · Vacuum/sweep and mop/disinfect floors · Empty waste bins, replace and remove bags to disposal point · Disinfect and clean toilet bowls inside and out · Disinfect and clean urinals · Clean/disinfect/polish hand basins including tap fittings · Clean/disinfect/polish both sides of toilet seats and lids · Clean mirrors as required · Damp wipe and disinfect hand dryers, soap dispensers and hand towel holders · Damp wipe and disinfect exteriors of pedestals as necessary · Damp wipe and disinfect splash backs and tiled walls beneath hand dryers
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			<ul style="list-style-type: none">· Damp wipe and disinfect pipe work and cisterns· Replenish toilet rolls, paper towels and soap from stock· Spot wash walls, lockers and partitions· Wipe all door handles with disinfectant wipe/solution
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		Weekly	<ul style="list-style-type: none"> · Damp wipe, disinfect and wipe cubicle partitions thoroughly · Dust walls and ceiling vents · Clean doors and wall tiles
Hall	These are high traffic areas where food is eaten and as such require regular disinfecting.	Daily	<ul style="list-style-type: none"> · Sweep & mop floors · Machine buff floors · Empty waste bins, replace and remove bags to disposal point · Damp wipe all ledges, skirting etc as required · Wipe door handles and push plates with disinfectant/solution · Remove scuff marks from floors

		Annually	<ul style="list-style-type: none">· Reseal floor using manufacturer's recommended products.
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Staffroom		Daily	<ul style="list-style-type: none">· Load Dishwasher and turn on, at end of cycle unload and place items in cupboards· Damp wipe outside of cupboards· Clean/polish/disinfect sink unit and wipe tops of surfaces, ledges and pipe work· Vacuum all carpet areas including under tables and chairs· Vacuum upholstered furniture· Dust/damp wipe/polish all tables and desks etc· Dust/polish wooden furniture, window ledges, fire extinguishers and radiators to normal hand height as accessible including pictures· Damp wipe any appliances (kettles/toasters/microwaves etc)· Wet mop hard floor
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			<ul style="list-style-type: none">· Wipe door handles with disinfectant wipe/solution
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		Weekly	<ul style="list-style-type: none">· Clean inside of refrigerator· Descale any fittings
		Monthly	<ul style="list-style-type: none">· Dust vents, lights, pipes, window blinds and door frames· High dusting of areas above 5 feet