

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

Name of School: Clifton with Rawcliffe Primary School

Assessment conducted by: Andy Herbert, Gill Johnson, Kerry Davies, Bev Wright Consulted with: Operations Team	Job title: SLT	Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 08.07.2020	Review interval: Fortnightly or earlier if new guidance is released	Date of next review: 18th January 2021

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 	<p>Posters & and regular communication with staff and parents</p> <p>Designated Covid Room in meeting room Check List for all staff Wash facilities maintained using current measures +stock maintained by office staff +additional cleaning rota +pedal bins and contamination/waste disposal protocol continued Staff have completed the holiday request information sheet to ensure staff follow quarantine guidelines on return.</p> <p>If children are unwell, the following system is in place:</p> <ul style="list-style-type: none"> ●call in PPE ●Taken quickly to Covid Room (meeting rooms in admin corridor) ●child's parent to be called to collect and provided with a test appointment slip 	Y	L

		From 04/01/21 - Face masks / visors to be worn by all staff on duty during pupil drop off & collection and when moving around communal areas in school.		
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 school, when they return from breaks, when they change rooms and before and after eating ● 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 	<p>Systems in place for entry:</p> <ul style="list-style-type: none"> ● 4 entry points each with a hand washing or sanitising station at each entry point ● Queuing system to be set up with use of inside washing facilities if long queue <p>Daily routine to include handwashing before and after activities, before and after lunch and break times and at the end of the school day.</p> <ul style="list-style-type: none"> ● Teacher to supervise all handwashing. Hand sanitiser available in classrooms, soap available in toilets. ● Class assembly Covid wash routines available for each class to revise how to wash hands. <p>Sanitising units available through school</p>	Y	L

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 may be used within the classroom under the direction of the Headteacher ● Face coverings are recommended at any point where social distancing cannot be maintained and must be used at all times when moving around the school outside of the classroom 	<p>All in place, will continue: provide lidded pedal bins for classrooms empty bins at several points during the day update any personal risk assessments for high risk pupils (identifying additional protective measures)</p> <p>From 04/01/21 - Face masks / visors to be worn by all staff on duty during pupil drop off & collection and when moving around communal areas in school.</p>	Y	L
	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and non bleach cleaning solutions</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 ● 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 	<p>See appendix A - Cleaning Schedule</p> <p>Further training & monitoring for cleaning staff is needed.</p> <p>Every Bubble has a daily tick list of cleaning needed and equipment - to be updated for new bubbles</p> <p>One cleaner has been allocated the lunchtime toilet cleaning duty</p>	Y	L

	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, however staff must try to maintain a 2m distance from children whenever possible ● 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) 	<p>Early Years - Bubble of 115 All others in year group bubbles (max 91)</p> <p>Dividers between year group bubbles in units & access to exits and sink areas</p> <p>2m "Safe Zone" Teacher areas to be defined in key stage 2 and Y2 as far as is practical.</p> <p>RA for clinically vulnerable staff to be carried out and kept under review.</p> <p>Playtimes staggered with bubbles entering school, in separate queues 2m apart from other bubbles.</p> <p>Open doors from 8.30am, with teachers on playground ready to receive bubble groups. NB siblings arrive at same time as the earliest sibling and leave at same time as the latest sibling and all staff are aware and ready for this.</p> <p>Pupils walk straight into school (see handwashing and sanitising routines above) in the following order:</p> <ul style="list-style-type: none"> ● 8.30am Y6 and Y4 ● 8.40am Y3 and Y5 ● 8.45am Y1G, Y2P, FS2R ● 8.50am Y1B, Y2R, FS2S ● 8.55am Y1D, Y2S, FS2B ● 9.20am FS1am bubble 	Y	L

		<ul style="list-style-type: none"> 12.20pm FS1 pm bubble <p>Separate bubbles for Kool Kids bubbles who will be taken to their school bubbles.</p> <p>New school rules shared specifically for Covid have been shared with parents and carers and will be regularly reinforced with all bubble groups.</p> <p>Pupils and social distancing measures explained, markings and signs on site to guide pupils.</p> <p>Hygiene updates for pupils each day.</p> <ul style="list-style-type: none"> Staff briefings take place every Wednesday at 3.45pm and regular communications with staff through email. RA available for high-risk pupils. 		
	<p>Measures within the classroom</p> <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 All classrooms in KS2 and above must have a marked “safe zone” in which the teacher should work from, which allows a 2m distance to be maintained from children. If the teacher needs to leave this “safe zone” it should be by exception and additional PPE should be considered i.e screens/face coverings. In KS2 and above where a teacher does leave their “safe zone” they should continue to observe social distancing at 1m minimum distance for less than 1 minute Teachers should be conscious of cumulative contact time. 15 minutes contact is not defined as 1 period of 	<p>See above</p> <p>Teachers to be briefed on Training Day, regularly reminded and supported to explain to children.</p> <p>RA kept up to date on google Drive.</p> <p>Learning areas to be set up with all forward facing desks in years 4-6. EYFS and Y1 will be set up as for EYFS provision areas.</p> <p>2m “Safe Zone” Teacher areas to be defined in key stage 2 and Y2 as far as is practical.</p> <p>All staff have access to personal visors</p> <p>Bubble Units set up with front facing desks (Y4 – Y6) and 2m “Safe Zone” Teacher areas to be defined in key stage 2 and Y2 as far as is practical.</p>	Y	L

	<p>time but may be amassed throughout the day i.e. 3 x 5 minute close contacts</p> <ul style="list-style-type: none"> 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 - Remembering that contact time is cumulative throughout the day All staff working with children with complex needs who need some contact will need to be individually risk assessed, their educational care and support should continue as normal, however each member of staff will require their own RA and as a result potentially different PPE or working location within the classroom Classrooms to be set up with children forward facing Years 4-6, 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 	<p>Bubble sets of books and equipment – other equipment will be sanitised between uses by bubbles Older pupils will have a personal set of essential equipment.</p> <p>Equipment used in all bubbles will be regularly cleaned and sanitised.</p> <p>Other measures include:</p> <ul style="list-style-type: none"> No whole school assemblies HT Assembly be recorded and shared, bubble groups will do assembly within their weekly routines Classes to stay in their rooms except for PE which is timetabled – PE staff (MW/SW) to attend Training Day briefing Forest school is timetabled. Lunches to be eaten in classrooms/bubbles and in the hall (FS, KS1). <p>All in place</p>		
H	Staff shared areas	Plastic chairs in staff room at a distance 2m apart	Y	L

	<ul style="list-style-type: none"> ● Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break ● Where staff can take breaks in classrooms or less busy communal areas they should ● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups ● Staff should be mindful of cumulative contact time, 15 minutes can be amassed throughout the day and not necessarily in one period ● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs ● All staff must remain 2m apart at all times, even staff within bubbles ● Office staff should try to operate to 2m distancing 	<p>Arranged in rows and wiped after use Staff to bring in and keep their own equipment for lunches – lunch box, cutlery, cup etc Frequently touched surfaces to be wiped down immediately after use by staff Handwashing/sanitising by staff:</p> <ul style="list-style-type: none"> ● Before entry to staffroom ● Immediately after leaving staffroom <p>All staff to operate with social distancing measures during the teaching/office day and when in staffroom</p> <p>From 20/10/20 - Staff to wear face masks / visors when moving around staffroom until seated</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 	<p>Staggered timetable in place, all parents have been informed. 4 entry points & staggered start & finish Procedure in place for siblings to allow pick up and drop off together.</p> <p>From 04/01/21 - Face masks / visors to be worn by all staff on duty during pupil drop off & collection and when moving around communal areas in school.</p>	Y	L

	<ul style="list-style-type: none"> Schools should consider the promotion of face coverings for parents when dropping off and collecting children 	From 20/10/20 all parents/carers wear a face mask / visor when dropping off and collecting their children.		
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 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 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. 	<p>Music peripatetic teachers have been asked to continue from home out of school hours.</p> <p>Music Hub has provided a Risk Assessments for drumming sessions.</p> <p>From 20/10/20 - All visitors and contractors are required to wear face masks for the duration of time spent in school.</p> <p>No regular volunteers in school for the time being - To be reviewed at Easter 2021</p> <p>Log to be kept in addition to signing in system</p>	Y	L
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 	<p>Current systems in place to be extended to all children</p> <p>Separate games & books to be supplied for each bubble</p>	Y	L

	<ul style="list-style-type: none"> ● 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 ● 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 stationery. 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. 	<p>Pupils will only bring a lunch, water bottle, coat and a book bag containing their own book from home. Plastic bag supplied to children unable to access e books (bug Club) if needed. Children will not be allowed to bring rucksacks. No PE kits necessary, except for UKS2, children who wear PE kits all day on appropriate days and children to wear trainers with school uniform at all other times.</p> <p>Reading books to go home only to those children without access to e books. Any books sent home will be returned on a Thursday and remain untouched to be able to be sent out again on the following Monday.</p> <p>Library books will be supplied in sets for each bubble – no use of school library by pupils.</p> <p>EYFS & Year 1 equipment – particular systems in place include:</p> <ul style="list-style-type: none"> ●Regular sanitising of equipment (weekly) ●No use of play-doh or sand ●Water tray use but replaced daily ●No use of soft furnishings eg cushions <p>Equipment in all bubbles will be sanitised regularly.</p> <p>Children to wear uniform and trainers for PE/physical activity, except Y5/6 who will wear their PE kit to school on their PE days.</p>		
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised 	<p>Clear cleaning regime in place for outdoor sports equipment. Planning will need to be prepared and monitored.</p>	Y	L

	<ul style="list-style-type: none"> 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. 	<p>Spray disinfectant equipment using bottles and spray provided by Trust, weekly by Site Manager.</p> <p>Mark Wood and Simon Walton (specialist PE staff) to attend Training Day for full Covid Briefings.</p>		
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is recommended 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 Where social distancing cannot be maintained within the classroom, or other location, staff should consider the use of additional PPE 	<p>PPE to continue to be provided in the hygiene room and Covid Room.</p> <p>Full supplies and replacement stored in Covid Room and Hygiene Room.</p> <p>From 20/10/20 - Face masks / visors to be worn by all staff on duty during pupil drop off & collection and when moving around communal areas in school at all times.</p>	Y	L
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 	<p>Latest guidance from PMAT, re: booking a test, to be given to parents & staff as appropriate – reminders sent out week before term to all staff and parents/carers</p>	Y	L

	<p>symptoms to be sent home as soon as reasonably possible</p> <ul style="list-style-type: none"> ● 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 display symptoms must self-isolate pending test results. ● School to complete the Covid Notification form on Google sheets. Quieres and advice available by contacting 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 will significantly increase the likelihood of them getting tested. ● 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. 	<p>Flow chart for responding to a child or adult with symptoms to be displayed around school building – routines and response will be part of whole staff training on Training Day.</p> <p>Trust to supply paperwork and prepared wording for parents when a case is confirmed.</p> <p>GJ will make contact with Trust – one of admin team will be back-up.</p> <p>Home Testing Kits will be supplied to school – 2 staff trained for use (EA and GJ)</p> <p>Area of the school building affected will be given a full “fog clean” as required by Betterclean (Trust Cleaning Contractor).</p>		
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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 advice. ● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared. ● 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 	<p>See above</p> <p>Trust will liaise with local health protection in event of a confirmed case.</p>	Y	L
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 	<p>Transport for children attending Haxby Rd ERP to be arranged following guidance.</p> <p>Three pupils access ERP support from Haxby Rd Speech and Language Centre (Y3 and Y4 pupils):</p> <ul style="list-style-type: none"> ● In a Y3 & a Y4 bubble group at ERP 	Y	L

	<p>of the separate bubbles the children are operating within.</p> <ul style="list-style-type: none"> ● 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. ● The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions. 	<ul style="list-style-type: none"> ● Wash hands before leaving Haxby Rd ● Wash hands before entering CwR building ● Parents informed to minimise use of any further bubbles during course of each week (both attend Kool Kids Breakfast/After School Clubs) <p>Staff using public transport to be given access to advice and should wear face coverings. Cycling to be encouraged and use of cycle storage opened for pupils in Y4, 5 and 6, accessed only by children and kept locked during the school day.</p>		
	<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 	<p>Identify any pupils who may require shielding – must have letter from GP, and speak to parent/carers</p>	Y	L

	<p>appointment). In these cases individual risk assessments will need to be carried out.</p> <ul style="list-style-type: none"> ● 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. 			
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 ● 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. 	<p>All staff are expected to work – separate RAs will be completed for pregnant staff (3 in school in Autumn Term) and for one staff member recovering from serious illness.</p> <p>Meetings to be arranged with specific staff to discuss concerns and complete staff RA if needed, refer on to Trust.</p>	Y	L
H	Deployment of control measures		Y	L

	<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 	All information shared with staff and parents during the final week of term. School set up in accordance with guidelines week beginning 20.07.2020 and was reassessed on Training Day on Monday 4th January 2021 and used as part of induction and preparation.		
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 	<p>Current systems and routines to continue</p> <p>Review information on existing air recirculation equipment (GJ) and refer on to Trust (MW)</p>	Y	L
H	<p>Extra-curricular provision</p> <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. 	<p>Close liaison with Kool Kids Club and sharing of RAs took place prior to the christmas holidays and will continue.</p> <p>All protective measures in place by Kool Kids will continue.</p> <p>Record keeping system for this and use of non-school based childcare (see below) needs to be set up and record maintained.</p>	Y	L

	<ul style="list-style-type: none"> ● 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 			
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’ <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 	Training Day 4th January 2021	Y	L
	Fire, Intruder Alarms & Emergencies, Including Lockdown	Fire evacuation practices take place soon after the start of term and are regularly repeated.	Y	N

	<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 	<p>See above</p> <p>individual phase lock down plans to be shared with SLT on 4th January 2021.</p>		
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ACTION PLAN (insert additional rows if required)		TO BE ACTIONED BY			ACTION COMPLETE	
Further control measures identified to reduce risks so far as is reasonably practicable		POSITION	NAME	DATE	SIGNATURE	DATE
1	Move the Covid Room to the Meeting Room in school	SLT		20.07.2020		16.07.2020
2	Set Procedures for staggered start and finish to each day and procedure for use of bike sheds and communicate to staff and parents	SLT		15.07.2020		16.07.2020
3	Arrange training and monitoring for cleaning staff	Mike Wells		asap		20.07.2020

4	Order and create curriculum resources for all pupils in bubbles	SLT		21.07.2020		17.07.2020
5	Carry out RAs for staff who are clinically vulnerable and/or anxious	SLT		17.07.2020		17.07.2020
6	Contact Music Hub re use of Billy as drumming teacher, to ensure RA is completed	GJ		17.07.2020		14.07.2020
7	Communicate all new procedures and expectations with staff and parents	SLT		17.07.2020		16.07.2020
8	Establish if hall and dance studio floor needs mopping before use by a different bubble/after school club	GJ/MW		asap		13.07.2020
9	Set up a cleaning procedure for all sports equipment	LH/SV		17.07.2020		16.07.2020
10	Gain access to RA for transporting children with dual access arrangements (for Haxby Rd ERP)	KPC		15.07.2020		17.07.2020

11	Remind staff of procedures for use of public transport	GJ		15/07/2020		<i>13.07.2020</i>
12	Liaise with Kool Kids out of school club regarding sharing of RA and records for track and trace	SLT		15/07.2020		<i>20.07.2020</i>
13	Attach copies of: Cleaning Schedule Procedures for start and end of day	GJ/AH		02/09/2020		<i>02/09/2020</i>
14	Pass on copy of all information on air recycling units to Mike Wells	GJ		02/09/2020		<i>02/09/2020</i>
15	Send out reminders of key information to staff and parents	AH		04/09/2020		<i>04/09/2020</i>
16	Risk assessment reviewed and updated following PMAT visit held on Monday 28 th September 2020	AH/GJ		30/09/2020		<i>30/09/2020</i>

17	Communication with staff, parents and carers to update them on new guidance re: face masks.	AH		20/10/20		19/10/2020
18	Identify members of staff to be responsible for replenishing cleaning supplies in specific areas and alert relevant person when stock is low	MLT		04/01/21		04/01/21

COMMENTS AND INFORMATION

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

Shared with the whole staff team on the Training Day on Monday 4th January 2021. Updated copy to be shared through the school website and kept updated as needed.

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
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Appendix A

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	Daily	<ul style="list-style-type: none"> · Sanitise all Hand Wash Stations · Sanitise Hand Wash Troughs (AHS only) · 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

	impression of the school.	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, Music, IT & Technology Rooms		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 · Damp wipe and disinfect soap dispensers & hand towel holders · Throughout the day specialist areas will be cleaned between classes (AHS only)

		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.
Offices, Training Rooms & Resource Rooms		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/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

		<ul style="list-style-type: none">· Dust furniture surfaces and window sills
	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.

Toilets & Clockrooms	These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.	Daily	<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· 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, Gym & Refectory	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.

Staffrooms	Daily	<ul style="list-style-type: none"> · 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 · Wipe door handles with disinfectant wipe/solution
	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

Communal Areas & Stairs	Daily	<ul style="list-style-type: none"> · Vacuum carpets, sweep and mop hard floors · Clean inside door glass and glass partitions · Dust/polish/scrub banisters, railings, nosing's and skirtings in rotation · Dust/polish fire extinguishers and ledges · Dust tops of lockers/cabinets · Spot clean finger marks from surfaces including seating · Dust furniture · Wipe door handles and push plates with disinfectant wipe/solution
	Weekly	<ul style="list-style-type: none"> · 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.

Primary School Midday Cleaning Schedule

Location	Frequency	Action
Entrances, hallways and corridors.	Daily	<ul style="list-style-type: none">· Damp wipe/disinfect all doors including door handles, push plates, locks and bells
Classrooms inc Library, Music, IT & Technology Rooms	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/disinfect all doors including door handles, push plates, locks and bells
Offices, Training Rooms & Resource Rooms	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/disinfect all doors including door handles, push plates, locks and bells

Toilets & Cloakrooms	Daily	<ul style="list-style-type: none"> · 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 · Damp wipe and disinfect hand dryers, soap dispensers and hand towel holders · Replenish toilet rolls, paper towels and soap from stock · Spot wash walls, lockers and partitions · Damp wipe/disinfect all doors including door handles, push plates, locks and bells
Hall, Gym & Eating Areas	Daily	<ul style="list-style-type: none"> · Damp wipe/disinfect all tables and chairs before use · Damp wipe/disinfect all tables and chairs between food sittings · Damp wipe/disinfect all tables and chairs at the end of food sitting · Clean the floor area – dry brush, only damp wiping areas where there required to remove heavy debris
Staffrooms	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/disinfect all doors including door handles, push plates, locks and bells

Communal Areas & Stairs	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/disinfect all doors including door handles, push plates, locks and bells
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