

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

**Name of School: Hempland Primary School**

Assessment conducted by: Ann Kirkpatrick  Consulted with: Lee Haynes Abbie Innes Michelle Bowling Sam Wilsden Mike Wells	Job title: School Business Manager  Interim Executive Headteacher Head of School Chief Operations Officer, PMAT  Estates Manager	Covered by this assessment:  Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 17 July 2020	Review interval: Recommend weekly or as guidance changes	Date of next review: 11/03/2021

**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 ☒
Hazard(s)	<ul style="list-style-type: none"> <li>✗ Awareness of policies and procedures</li> <li>✗ Social distancing measures not followed</li> <li>✗ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✗ Inadequate Cleaning</li> <li>✗ Shared Resources</li> <li>✗ Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✗ School Activities</li> </ul>					

	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	<b>Minor</b> 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"> <li>● Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> <li>● they have one or more <a href="#">coronavirus (COVID-19) symptoms</a></li> <li>● a member of their household (including someone in their <a href="#">support bubble</a> or <a href="#">childcare bubble</a> if they have one) has coronavirus (COVID-19) symptoms</li> <li>● they are required to <a href="#">quarantine having recently visited countries outside the Common Travel Area</a></li> <li>● they have had a positive test</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Via communication with staff (guidelines) - sign on entrance doors re no entry with symptoms</li> <li>● Dealt with as per COVID 19 guidelines which have been provided to staff</li> <li>● Disabled toilet available to be used. This will also be used by an SEN child. Enhanced cleaning to take place if anyone with COVID-19 symptoms has used.</li> <li>● SBM's office to be used as an isolation room should a child need to wait to be collected.</li> <li>● Stocks of PPE equipment available in disabled toilet, SBM's office (isolation room) and school office</li> <li>● Guidelines communicated to all staff with handwashing signs displayed around school</li> </ul>	<p>Y Y Y Y Y Y</p>	L

	<ul style="list-style-type: none"> <li>● Anybody who develops symptoms to be sent home as soon as practicably possible.</li> <li>● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected</li> <li>● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron)</li> <li>● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds</li> <li>● Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so</li> <li>● Ensure everyone onsite or visiting is aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a <u>Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</u>)</li> </ul> </li> </ul>			
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H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>● <a href="#">Embed a hand washing routines into school culture</a></li> <li>● 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</li> <li>● Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative</li> <li>● Handwashing must be for a minimum of 20 seconds with soap and water</li> <li>● School must Build hand washing routines into school culture</li> </ul>	<ul style="list-style-type: none"> <li>● Signs displayed around school. Teachers reminding pupils during the school day and at key times e.g. lunch, breaks, visits to toilet. Hand sanitiser available in all classrooms, entrance and offices.</li> <li>● Children are encouraged to wash hands with soap and water however if not possible then they are supervised using hand sanitiser.</li> <li>● <a href="#">Baby wipes available for children in EY &amp; Y1</a></li> <li>● Children have been shown how to wash hands effectively and are reminded throughout the day.</li> <li>● Children are routinely washing hands before entering school, before and after eating and after visiting the toilet.</li> <li>● <a href="#">Staff working with pupils who spit uncontrollably are given additional opportunities to wash their hands</a></li> <li>● <a href="#">Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are given more opportunities to wash their hands</a></li> <li>● <a href="#">Support is provided to pupils with complex needs to clean their hands properly</a></li> </ul> <p><b>Entry and handwashing facilities plan below:</b></p> <table border="1"> <thead> <tr> <th>Yr Class</th> <th>Entry</th> <th>Wash facility</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td>EY KS</td> <td>EY Cloakroom</td> <td>Portable sink</td> <td>Class door</td> </tr> <tr> <td>CH</td> <td>EY Cloakroom</td> <td>Portable sink</td> <td>EY Cloakroom</td> </tr> <tr> <td>Y1 CB</td> <td>Y1 Cloakroom</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td>AB/EC</td> <td>Class door</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td>Y2 RH</td> <td>Y2 Cloakroom</td> <td>Toilets/Class sink</td> <td>Y2 Cloakroom</td> </tr> <tr> <td>AWh</td> <td>Y2 Cloakroom</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td>Y3 KB</td> <td>Y3 Cloakroom</td> <td>Classroom sink</td> <td>Class door</td> </tr> <tr> <td>AWi</td> <td>Y3 Cloakroom</td> <td>Toilets</td> <td>Class door</td> </tr> </tbody> </table>	Yr Class	Entry	Wash facility	Exit	EY KS	EY Cloakroom	Portable sink	Class door	CH	EY Cloakroom	Portable sink	EY Cloakroom	Y1 CB	Y1 Cloakroom	Toilets/Class sink	Class door	AB/EC	Class door	Toilets/Class sink	Class door	Y2 RH	Y2 Cloakroom	Toilets/Class sink	Y2 Cloakroom	AWh	Y2 Cloakroom	Toilets/Class sink	Class door	Y3 KB	Y3 Cloakroom	Classroom sink	Class door	AWi	Y3 Cloakroom	Toilets	Class door	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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		<p>Y4 BD/TC Y4 Cloakroom Classroom sink Class door  GD Class door Portable sink Class door  Y5 PG Class door Portable sink/Class sink Class door  AS Class door Portable sink/Class sink Class door  Y6 FP Y5/6 Cloakroom Toilets/Cleaning Sink Cloakroom door  HH Y5/6 Cloakroom Toilets/Cleaning Sink Cloakroom door  JP Y5/6 Cloakroom Toilets/Cleaning Sink Cloakroom door</p> <p>Maps of entry points have been provided to parents</p>		
H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>● Embed the 'catch it, bin it, kill it' into school culture</li> <li>● Provision of tissues and lidded bins</li> <li>● Supporting younger children or those with complex needs to understand that this is now part of how school operates</li> <li>● If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant</li> <li>● Staff must wear face coverings when moving around the school, in congested areas of school, communal areas or anywhere they cannot maintain a 2m distance.</li> <li>● Transparent face coverings may be worn but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	<ul style="list-style-type: none"> <li>● Tissues readily available for all children. Bins with lids provided to classrooms/washrooms - further bins have been purchased and received</li> <li>● Good hygiene habits and routines are being promoted throughout the school day to all pupils</li> <li>● Individual risk assessments for any pupils who require specific care are available in school</li> <li>● Face coverings must be worn by members of staff in all shared areas and when moving around school at all times of day. Face coverings only to be worn in class if agreed by Headteacher and after completion of individual pupil or staff risk assessment.</li> </ul>	<p>Y Y  Y  Y F</p>	L

	<ul style="list-style-type: none"> <li>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools</li> </ul>			
	<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"> <li>Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> (due to be updated by the end of the summer term)</li> <li>More frequent cleaning of rooms/ shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>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</li> </ul>	<p>Please add cleaning schedule as an appendix to this RA</p> <p>Apart from normal daily cleaning routines, the following will also take place:</p> <ul style="list-style-type: none"> <li>An additional clean midday covering any shared areas such as toilets, door handles</li> </ul>	Y	M
H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>Creation of the smallest size bubbles that will allow all children to return to school</li> <li>All bubbles are consistent and a record of pupils in each bubble is maintained</li> <li>All bubbles must operate in isolation from other bubbles</li> <li>Limit the use of all shared and social spaces between bubbles</li> </ul>	<p><b>5 Bubbles will be arranged as follows:</b></p> <p>Early Years &amp; Year 1 (122 pupils)  Year 2 (62 pupils)  Year 3 + 1 Year 4 class (90 pupils)  1 Year 4 class + Year 5 (90 pupils)  Year 6 (60 pupils)</p> <ul style="list-style-type: none"> <li>Bubbles will not mix during the school day</li> <li>Where the age of the group allows, pupils will be encouraged to socially distance at all times</li> </ul>	Y  Y Y	L

	<ul style="list-style-type: none"> <li>● Where larger bubbles exist (more than one standard size class) the focus must be on other control</li> <li>● Measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic</li> <li>● Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance, <b>however staff must try to maintain a 2m distance from children whenever possible.</b></li> <li>● 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)</li> </ul>	<p>including outside where specific areas will be designated for each bubble.</p> <ul style="list-style-type: none"> <li>● Staff moving between groups will be advised re social distancing.</li> <li>● All staff have been risk assessed and this has been taken into account when planning staffing</li> </ul>	<p>Y</p> <p>Y</p>	
	<p>Measures within the classroom</p> <ul style="list-style-type: none"> <li>● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children</li> <li>● <b>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.</b></li> <li>● <b>In KS2 and above where a teacher does leave their “safe zone” they should continue to observe social</b></li> </ul>	<ul style="list-style-type: none"> <li>● Teachers, where possible, will endeavour to socially distance from pupils.</li> <li>● Staff working with any children with complex needs have individual risk assessments in place.</li> <li>● Classes arranged with children either facing forwards or sitting side by side.</li> <li>● <b>Weekly praise assembly every Friday. Assemblies are held in bubbles and are at allocated times throughout the day.</b></li> <li>● <b>Teacher areas marked out at front of classes in KS2 to ensure social distancing. Additional PPE used in agreement with headteacher and following individual risk assessment.</b></li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>L</p>



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 time but may be amassed throughout the day i.e. 3 x 5 minute close contacts
- 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, 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

- All 1:1 staff to have individual RA which details additional measures, eg PPE.

Lunches and breaks to be organised as follows:

**EARLY YEARS AND KS1**

11.30 – 12.00	EYs lunch	60 children
12.00 – 12.20	Year 1 lunch	62 children
12.20 – 12.30	CLEAN	
12.30 – 12.50	Year 2 lunch	62 children
12.50 – 1.00	CLEAN	

**KS2**

<b>11.50 – 12.10</b>	<b>YEAR 3 &amp; BD/TC CLASS lunch</b>	<b>90 children</b>
<b>12.10 – 12.20</b>	<b>CLEAN</b>	
<b>12.20 – 12.40</b>	<b>YEAR 5 &amp; GD CLASS lunch</b>	<b>90 children</b>
<b>12.40 – 12.50</b>	<b>CLEAN</b>	
<b>12.50 – 1.10</b>	<b>YEAR 6 lunch</b>	<b>60 children</b>

- Only 2 options will be available daily.
- One meat option and one vegetarian option.

		<ul style="list-style-type: none"> <li>● One pudding option (no yoghurts)</li> <li>● No jacket potato option.</li> <li>● Lunches will be plated up by kitchen staff. MSAs will collect from serving hatch and take straight to tables. No children will queue and will enter the dining halls and sit straight away.</li> <li>● KS2 - Children are seated at the same table each day.</li> <li>● MSAs will clean tables between bubbles.</li> </ul>		
H	<p>Staff shared areas</p> <ul style="list-style-type: none"> <li>● Staff room use should be minimised as far as reasonably possible, whilst ensuring staff have a reasonable break</li> <li>● <b>Where staff can take breaks in classrooms or less busy communal areas they should</b></li> <li>● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups</li> <li>● <b>Staff should be mindful of cumulative contact time, 15 minutes can be amassed throughout the day and not necessarily in one period</b></li> <li>● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Staff breaks, in line with pupils, will have staggered break times.</li> <li>● Limited number of staff to be allowed in staff room at any one time.</li> <li>● Staff advised to clean equipment after use</li> <li>● All soft chairs to be replaced with hard, cleanable furniture and placed 2m apart.</li> <li>● <b>Shared areas to have a maximum number of staff at one time as follows:</b>  Copier Room - 1 person  Main school office - 2 persons  SBM's office - 2 persons  Jill's room - 2 persons  Meeting room with air con - 4 persons  Staffroom - 6 persons  Staffroom kitchen area - 1 person</li> <li>● No other members of staff allowed in school office</li> <li>● Staff will have own named chairs</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p> <p>y</p>	L

	<ul style="list-style-type: none"> <li>All staff must remain 2m apart at all times, even staff within bubbles</li> <li>Office staff should try to operate to 2m distancing</li> </ul>	<ul style="list-style-type: none"> <li>Staff meetings to take place in school halls to enable social distancing or virtually.</li> <li>Staff constantly reminded via bulletins and briefings to ensure cumulative contact time, 15 minutes can be amassed throughout the day and not necessarily in one period</li> <li>2m social distancing or if less than 1 metre then not for more than 1 minute</li> </ul>		
H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> <li>Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day</li> <li>Where this is not possible a staggered start and finish time may be necessary</li> <li>Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home</li> <li>Schools should consider the promotion of face coverings for parents when dropping off and collecting children</li> </ul>	<p>Start and end of the day lengthened to allow for a flow of children into school.</p> <p>Start of day:  Whole school: 8.30-9.00  EY, Y1, Y2, Y3 &amp; Y4 in school by 9.00am  Y5 &amp; Y6 in school by 8.45am  School open from 8.30am</p> <p>End of day  EY, Y1 &amp; Y2: 2.45-3.05  Y3, Y4 &amp; Y5: 2.55-3.15  Y6 3.15</p> <p>Parents reminded to wear face coverings and leave grounds once they have collected their child via updates and newsletters.</p>	Y	M
H	<p>Non-school staff</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>School will try to minimise use of supply teachers by either utilising own staff and restricting staff attending external CPD during the school day.</li> </ul>	Y  Y	L

	<ul style="list-style-type: none"> <li>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</li> <li>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. <b>All instruments bar wind can be resumed, a decision on group lessons is TBC</b></li> <li>Volunteers may be used within consistent bubbles whilst adhering to 2m distancing</li> <li>A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with.</li> </ul>	<ul style="list-style-type: none"> <li>Only urgent repairs to be carried out during the school day, by appointment only. Non-urgent work to be arranged out of hours, where possible</li> <li><b>Peripatetic staff to be allowed in school for any music lessons and will work with specific children in well ventilated areas</b></li> <li>No volunteers will be working in school</li> <li>Should it be necessary for visitors to attend then the record is kept in the visitors book noting who they are visiting</li> <li><b>In line with track and trace all visitors will be asked to leave a contact number with the office on arrival</b></li> <li>Visitors will be escorted to the place where they are required to be.</li> <li>Visitors will be limited to essential visitors only, i.e. for EHCP meetings. Parents by appointment only</li> </ul>	Y	
H	<b>Resources</b> <ul style="list-style-type: none"> <li>Staff and children to have individual frequently used items such as pens and pencils – These should not be shared</li> <li>Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles</li> <li>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)</li> </ul>	<ul style="list-style-type: none"> <li>Each child is provided with their own named personal zip loc folder which contains any resources they need which is kept in their class at all times.</li> <li>Resources will not be shared between bubbles.</li> <li>Tubs and sterilising tablets are available in all classrooms</li> <li>All soft resources have been removed from classrooms</li> <li>Staff advised that these types of resources are not to be used.</li> </ul>	Y	L

	<ul style="list-style-type: none"> <li>● Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning</li> <li>● The use of hard to clean items such as play doh and sand pits are discouraged</li> <li>● Outdoor play equipment can be used but must be cleaned in between bubbles <b>and hand washing in place before and after use.</b></li> <li>● 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.</li> <li>● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development.</li> <li>● Where staff share resources i.e. laptops they must be cleaned in between uses</li> <li>● School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September.</li> <li>● The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> <li>● restricted to one user</li> <li>● left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Parents advised of minimum equipment pupils are allowed to bring into school via updates/bulletins</li> <li>● Books and resources moved between home and school will be placed in storage area provided in classrooms for 72 hours prior to being used again.</li> <li>● Staff advised to clean their own equipment, such as laptops, Ipads, etc.</li> <li>● All classrooms are provided with a pack of cleaning materials including wipes.</li> <li>● Parents to be advised via bulletin.</li> <li>● The sharing of outdoor equipment will be kept to a minimum and if shared then cleaned in between bubbles <b>with children washing hands before and after use.</b></li> <li>● Parents will be advised via updates/bulletins the expectations of pupils from September</li> <li>● Parents have been provided with detailed information regarding re-opening to all pupils on 8 March. This includes a reminder that national restrictions are still in place and that children should not be meeting in groups.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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	Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use			
H	<p>Physical activity</p> <ul style="list-style-type: none"> <li>● Outdoor sports should be prioritised</li> <li>● Where outdoors spaces cannot be used large indoor spaces can be used.</li> <li>● All contact sports must be avoided</li> <li>● Equipment must be thoroughly cleaned between groups</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● Weather permitting, sports will be played outdoors, alternatively the halls will be utilised</li> <li>● Children will not play any contact sports such as football/netball etc.</li> <li>● Any equipment used will be cleaned between groups</li> <li>● No external curricular or extra curricular clubs will take place. This will be reviewed prior to Easter holidays.</li> </ul> <p>Singing can take place if the following actions are taken:</p> <ol style="list-style-type: none"> <li>1. As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events.</li> <li>2. Singing takes place only in larger well-ventilated spaces, or outdoors.</li> <li>3. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.</li> <li>4. Limited numbers of people sing together.</li> <li>5. Singers are spaced at least 2 metres apart in all directions.</li> </ol>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L

		6. Performers must not stand face to face.		
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"> <li>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</li> <li>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</li> <li>Where social distancing cannot be maintained within the classroom, or other location, staff should consider the use of additional PPE</li> </ul>	<ul style="list-style-type: none"> <li>PPE is available in the disabled toilet and specified isolation room. It will be preferable for the child to be supervised outside if possible when waiting for collection and maintaining social distancing.</li> <li>For staff providing any intimate care, PPE equipment will continue to be worn</li> </ul>	<p>Y</p> <p>Y</p>	M
H	<p>Responding to an infection</p> <ul style="list-style-type: none"> <li>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</li> <li>Person displaying symptoms to <a href="#">book a test</a> using the online portal – Schools can support if parents have problems using the service.</li> <li>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</li> <li>The person display symptoms must self-isolate pending test results.</li> </ul>	<ul style="list-style-type: none"> <li>Staff have been given the guidelines on what actions should be taken if anyone displays symptoms.</li> <li>As from 25 Jan 21 Lateral Flow Testing of staff commenced in schools - Staff are invited to take part in this programme and those that do will be provided with a Lateral Flow Test Kit. They are then required to test themselves, at home, twice each week and record the results. Guidelines have been issued to staff.</li> <li>Parents have also been provided with the guidelines and what they should do should their child or a family member develop symptoms</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	M



	<ul style="list-style-type: none"> <li>School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> regarding any potential cases</li> <li>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.</li> <li>Parents and staff will need to inform the school immediately of the test result.</li> <li>If somebody tests negative and has no further symptoms they can stop self-isolating and return to school</li> <li>if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' 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.</li> </ul>	<ul style="list-style-type: none"> <li>SLT/School admin team are aware of reporting procedures regarding any potential cases</li> <li>Parents/staff advised to contact school immediately with any results of test</li> </ul> <p>Isolation periods: Staff/pupils with symptoms - if tested negative then can return to school if well. If positive then self isolate for 10 days. If a contact has tested positive then self isolate as directed by track and trace, unless becoming symptomatic.</p> <ul style="list-style-type: none"> <li><b>Side effects of children taking a vaccination or teething</b></li> <li>Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, <a href="#">NHS guidelines</a> state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111</li> </ul>		
H	<p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> <li>School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> who will liaise with the local health protection team regarding the next steps</li> </ul>	<ul style="list-style-type: none"> <li>SLT and admin team aware of this reporting procedure and are able to provide any person/s groups who have been in contact with</li> </ul>	Y	M

	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise</li> <li>● 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.</li> <li>● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>.</li> <li>● Schools do not need to request evidence of negative tests</li> </ul>			
H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Hand sanitiser must be used on boarding and disembarking</li> <li>● Vehicles will need to be cleaned frequently</li> <li>● Queues to be organised for boarding</li> </ul>	<ul style="list-style-type: none"> <li>● Streamline provide a taxi each day for 1 deaf pupils. CYC have been contacted and are currently working with Streamline on a plan for September</li> <li>● All pupils must wash hands prior to entering school</li> <li>● No school visits to take place</li> </ul> <p><a href="#">if a pupil displays coronavirus (COVID-19) symptoms while at their school they should avoid using public or school</a></p>	<p>Y</p> <p>Y</p> <p>Y</p>	L

	<ul style="list-style-type: none"> <li>For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport</li> </ul> <p>Use of public transport</p> <ul style="list-style-type: none"> <li>Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum</li> <li>Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>Families using public transport should be advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> <li>The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions.</li> </ul>	<p>transport and, wherever possible, be collected by a member of their family or household</p> <ul style="list-style-type: none"> <li>Parents provided with guidelines re use of public transport and encouraged to either walk or cycle to school</li> <li>Cycle/scooter storage to be reopened to children</li> </ul>	<p>Y</p> <p>Y</p>	
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> <li>All shielding advice will pause on August 1<sup>st</sup> and therefore all children, even those who are vulnerable, can return to school</li> <li>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.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments for individual pupils available in school and communicated to relevant staff members</li> <li>Parents advised by updates/bulletins to contact school if they have any particular issues that they wish to discuss</li> </ul>	<p>Y</p> <p>Y</p>	

	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"> <li>● Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield must continue to shield until at least 31 March 2021</li> <li>● Individuals who are clinically vulnerable can attend work.</li> <li>● Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained</li> <li>● Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work.</li> <li>● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff with any issues have been risk assessed and are expected to return to work</li> <li>● Any staff with concerns are encouraged to discuss them with a member of SLT or HR</li> <li>● All staff were given the opportunity to complete a further declaration in November should their circumstances have changed in order for risk assessments to be reviewed.</li> </ul>	<p>Y</p> <p>Y</p>	M
H	<p>Deployment of control measures</p> <ul style="list-style-type: none"> <li>● Schools should arrange sufficient time to train staff in the new ways of working with school</li> <li>● Parents should receive communication from the school to outline the expectations required from</li> </ul>	<ul style="list-style-type: none"> <li>● Staff will be trained on the training day planned for 7 September and provided with all information required</li> </ul>	<p>Y</p> <p>Y</p>	L

	them and how the school day will be different for their child	<ul style="list-style-type: none"> <li>The headteacher will be communicating the arrangements for September to parents and what to expect in September</li> </ul>		
H	<p>Estates</p> <ul style="list-style-type: none"> <li>School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe</li> <li>Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air</li> <li>All windows should remain open when a classroom/office is in use</li> </ul>	<ul style="list-style-type: none"> <li>Compliance monitored on EVERY system</li> <li>2 Air conditioning units in school have been turned off and are out of use - <b>these can now be used as the air is circulated from outside</b></li> <li><b>Wall heaters in halls turned off as the air is re-circulated</b></li> <li>All windows opened by cleaning staff on a morning and closed on an evening</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	L
H	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> <li><b>Before and After School Educational activities and wraparound childcare for pupils will recommence on 8 March 2021.</b></li> <li>Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings.</li> <li>School must keep accurate records of the secondary bubble of any child</li> <li>Where possible clubs will try to accommodate separation for existing bubbles</li> <li>Club group sizes will need to be consistent with the maximum bubble size permitted within the school.</li> <li>Risk assessments must be carried out for out of school provision – Schools should use the guidance <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>Parents should be advised to limit their use of wrap around providers and only use when essential.</li> </ul>	<p>Parents to be advised that this provision can only be accessed to support parents to work, attend education and access medical care, and is as part of pupil’s wider education and training</p> <ul style="list-style-type: none"> <li>School will be providing both breakfast club and after school club</li> <li>Sessions to be booked in advance</li> <li>School are aware of which bubbles children are in</li> <li>See Breakfast Club/After School Club Risk Assessment</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L

	<ul style="list-style-type: none"> <li>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> <li>advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>encourage them to check providers have put in place their own protective measures</li> <li>send them the link to the guidance for parents and carers</li> </ul> </li> </ul>			
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"> <li>Health and Safety Policy</li> <li>First Aid Policy</li> <li>Daily Classroom / Area Cleaning Checklist – COVID 19</li> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> </ul> <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"> <li>The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>Department of Health and Social Care</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All staff have been provided with both Health &amp; Safety and the revised First Aid Policy</li> <li>Cleaning carried out each day</li> <li>CYC Health &amp; Safety system used to report any incidents</li> <li>Guidelines on notifiable diseases displayed in school office to refer to</li> <li>A folder with all information relating to COVID-19 procedures is available in the staffroom</li> <li>School receives information and guidance from all sources and PMAT</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L

	- PHE			
	<p>Fire, Intruder Alarms &amp; Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> <li>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)</li> <li>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</li> <li>If there is a 24-hour monitoring system in place for alarms (fire &amp;/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be trained on training day on 7 Sept</li> <li>Fire practice was carried out on Monday 5th October. Further dates TBC.</li> <li>All premises information is provided in School Premises manual</li> <li>Monitoring Company have all relevant contact details</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	L
	<p>Educational Visits</p> <p>Educational visits will not take place</p>			

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						

○ **COMMENTS AND INFORMATION**

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

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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