

St Saviour's RC Primary School			Risk Assessment No	One	
TOPIC	SCHOOL WIDER OPENING – DURING PANDEMIC – SEPTEMBER 2020		People at Risk:	Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	D Houson & L Stopperton	Date:	August 2020	Date of Review:	September 2020

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>1. Contracting Corona Virus</b>  <b>How:</b>  Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> <li>All school staff and parents / carers have been informed that they can book a test (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>)</li> <li>Have you been sent some postal tests by the Government – if yes update here. <b>No</b></li> <li>A Drop Off / Pick Up Procedure is in place – <b>KS's drop off at allocated times / children wash hands</b></li> <li>Staggered starts applied to allow the safe arrival of pupils</li> <li>A one-way system has been implemented so parents / carers will not be able to stand and wait to drop off / pick up.</li> <li>One member of staff will take each arriving group to their classes – using the set route stated on their Bubble Guidance displayed in the classroom. They will leave the pupils with the teacher and return and collect the next</li> </ul>	<p><b>M</b></p> <p><b>H</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 during last week in August.</li> <li>Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings and encourage them to walk to the school / cycle where possible</li> <li>All staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines – <b>during 1<sup>st</sup> &amp; 2<sup>nd</sup> INET days</b></li> </ul> <p><b>A NEGATIVE RESULT WILL NEED TO BE SHOWN TO THE HEAD TEACHER BEFORE A STAFF MEMBER OR PUPIL MAY RETURN TO SCHOOL AFTER DISPLAYING SYMPTOMS BEFORE THE SELF ISOLATION PERIOD OF 10 DAYS IS COMPLETED.</b></p> <ul style="list-style-type: none"> <li>Updated procedure for a Pupil that displays symptoms of the virus in place.</li> </ul>	<p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>DH</b></p> <p><b>NR</b></p> <p><b>ST</b></p> <p>By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	<p>arriving group.</p> <ul style="list-style-type: none"> <li>▪ Social distancing markers have been placed on floors / areas where pupils / staff / parents line up.</li> <li>▪ A large A3 Poster is displayed where Parents / Carers pick up and drop <b>on the school double gates</b>– reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus. (<b>Reminding them of the symptoms</b>) and the <b>need to social distance</b></li> <li>▪ No visitors permitted to enter the school without prior permission from DH / SBM / PM / ST / AC</li> </ul>	<p>M</p> <p>M</p> <p>H to M</p>	<ul style="list-style-type: none"> <li>▪ A protective screen has been installed at the Reception Area to protect front line staff.</li> <li>▪ Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors</li> <li>▪ Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed.</li> </ul> <p>See “Bubble” RA See <u>Updated Social Distancing</u> RA See <u>Updated Office</u> RA</p>	<p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>NR</p> <p>ST</p> <p>By 3.9.20</p>
<p><b>2. Contracting Corona Virus</b> <b>How:</b> Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors / visitors and delivery persons (packages)</p>	<ul style="list-style-type: none"> <li>▪ See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works.</li> <li>▪ Packages are left unopened for a minimum of 24 hours and <b>stored in the storeroom.</b></li> <li>▪ Staff have access to PPE to open the packages and empty the contents.</li> <li>▪ Sanitiser is available for all staff.</li> <li>▪ <b>Staff to not have personal parcels delivered to the school.</b></li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ Deliveries drivers not permitted to enter the school building and items should be dropped outside the foyer doors / post posted through the window into a box</li> <li>▪ Cleaning regime in place of all common parts and reception area.</li> <li>▪ Protective screen installed at the Reception area.</li> <li>▪ Staff not permitted to order personal items to be delivered to the school until further notice.</li> <li>▪ Visitors guidance sent to all persons that have booked and appointment to visit the school.</li> <li>▪ Visitors guidance issued by Reception staff to visitors that come to the school without an appointment.</li> </ul> <p>See <u>Updated Contractors</u> RA See <u>Visitors Guidance</u></p>	<p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>NR</p> <p>ST</p> <p>By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>3. Contracting Corona Virus</b>  <b>How:</b>  Staff / Pupils (within the “bubble” being exposed to the virus due to lack of social distancing from children / adults and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<p>Staff to encourage pupils to wash their hands regularly – particularly before and after breaks.</p> <ul style="list-style-type: none"> <li>▪ Staff will supervise and assist pupils washing their hands to ensure it is effective.</li> <li>▪ Staff to ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands.</li> <li>▪ School staff have access to handwashing facilities and antibacterial hand sanitiser.</li> <li>▪ Staff reminded of the importance to maintain a robust hand washing / sanitising regime.</li> <li>▪ Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light switches etc and toilets and update checklist.</li> <li>▪ Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side.</li> <li>▪ Staff instructed to wash their hands immediately after sharing resources with pupils.</li> <li>▪ Pupils encouraged by staff not to touch their faces by school staff and organise awareness sessions (<i>age appropriate</i>)</li> <li>▪ All soft furnishings and toys removed</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ New “Bubbles” groups have been determined by the Head Teacher taking factors such as numbers / staff available / resources / timetables / rota’s / SEN pupils etc.</li> <li>▪ New toilet cleaning regime implemented as guidance now changed to allow “bubble” groups to share facilities.</li> <li>▪ Premises staff to increase the times they empty bins within the “bubbles” – <i>As classrooms are cleaned – lunch time &amp; evening</i></li> <li>▪ Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with suspected Corona Virus Procedure</u></li> <li>▪ Classrooms (<i>other than EYFS</i>) have their desks arranged to be forward facing (<i>where possible</i>) and excess furniture removed to free up space, to enhance social distancing space.</li> <li>▪ Intervention group spaces will be where possible used by pupils within the bubble only.</li> <li>▪ The areas will be well ventilated, and sizes restricted to ensure space to social distance.</li> <li>▪ Resources within the “bubble” will be cleaned and sanitised frequently.</li> <li>▪ All equipment shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (<i>and out of reach</i>) for a period of 72 hours.</li> <li>▪ Any resources taken home by pupils will be either cleaned and sanitised or stored (<i>and out of reach</i>) for 72 hours on return.</li> <li>▪ Pupils to bring in their own water bottles and refill them from <b>classroom taps or toilets</b></li> <li>▪ Years 1 to 6 will be issued with their own stationery</li> </ul>	<p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>NR</p> <p>ST</p> <p>By 3.9.20</p>

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	from the classroom as they cannot be suitably sanitised.	<b>M</b>	packs. <ul style="list-style-type: none"> <li>▪ Singing can take place in the playground with everyone facing the front (inc staff) and windows/doors open</li> <li>▪ Guidance will be sought from Lewisham Music Services regarding peripatetic music lessons and their own RA</li> <li>▪ EYFS resources washed at the end of each day in a sterilising solution and left to dry.</li> </ul>	<b>L</b> <b>M to L</b> <b>M to L</b> <b>M to L</b>	
<b>4. Contracting Corona Virus</b> <b>How:</b> Children being exposed to the virus due to lack of social distancing from other children / staff (OUTSIDE THEIR BUBBLE) or touching a surface/resource where the virus is present	<ul style="list-style-type: none"> <li>▪ Staggered breaks and lunch time rota in place.</li> <li>▪ Drop off / pick up procedure in place. (See above).</li> <li>▪ Outside play / lessons planned where possible – see rota.</li> <li>▪ Staff to supervise children travelling to and from the toilets to ensure they do not come in contact with children from another “bubble” via <b>Walkie Talkie system</b></li> <li>▪ Staff to only allow one child at a time to go to the toilet ensuring bubbles do not mix via Walkie Talkie</li> </ul>	<b>M</b> <b>M</b> <b>M</b> <b>M</b> <b>M</b>	<ul style="list-style-type: none"> <li>▪ Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps as guidance now allows “bubbles” to share toilets – see “Bubble” checklist.</li> <li>▪ Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime.</li> <li>▪ Updated procedure for a Pupil that displays symptoms of the virus in place.</li> <li>▪ Pupils attending breakfast and after school clubs will be kept in their class / year group bubbles where possible – if not we may have to do Phase Groups</li> <li>▪ <b>All resources shared with “bubbles” are cleaned at the end of the session or taken out of use for a minimum of 72 hours.</b></li> <li>▪ If Intervention group spaces are used by different bubbles – they will be sanitised between use and resources removed and stored for 72 hours.</li> <li>▪ The group intervention spaces will be well ventilated, and sizes restricted to ensure space to social distance.</li> <li>▪ Staff moving between “bubbles” to have their own sets of pens etc.</li> <li>▪ Whole school assemblies cancelled. Consideration</li> </ul>	<b>M to L</b> <b>M to L</b> <b>M to L</b> <b>M to L</b> <b>M to L</b> <b>M to L</b> <b>M to L</b>	<b>LS</b> <b>DH</b> <b>NR</b> <b>ST</b> By 3.9.20

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			<p>given to “bubble” assemblies.</p> <ul style="list-style-type: none"> <li>▪ <b>A list will be maintained by SBM – that will detail any pupils leaving or joining other “bubbles” during the school day (<i>breakfast / afterschool / music</i>)</b></li> <li>▪ New route(s) to the class has been implemented to reduce the risk of bubble groups coming into contact with each other.</li> <li>▪ Head Teacher / SLT to organise the new “Bubble” groups (Sept 20) to try and ensure the school staff and pupils are consistent within the bubbles and not change where possible.</li> <li>▪ New rota’s in place for staggered breaks / lunch and outside play – Sept 20.</li> <li>▪ Staff reminded during induction session that if they have to move between groups / bubbles they should maintain an appropriate distance from pupils and other staff and ensure good hand hygiene.</li> </ul>	<p>L</p> <p>M to L</p> <p>M to L</p> <p>L</p> <p>M to L</p> <p>M to L</p>	
<p><b>5. Contracting Corona Virus</b>  <b>How:</b>  Staff contracting the virus due to lack of social distancing on the way to work and in work.  Coming into contact with the virus on contaminated surfaces and equipment.</p>	<ul style="list-style-type: none"> <li>▪ Staffroom rota in place.</li> <li>▪ Signage displayed in the staffroom reminding staff to sanitise all contact areas after use.</li> <li>▪ Cleaning and sanitising chemicals available for use.</li> <li>▪ Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes.</li> <li>▪ Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes.</li> </ul>	<p>H to M</p> <p>H to M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ <b>Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks (<i>handbook</i>)</b></li> <li>▪ EYFS / KS1 / LKS2 / UKS2 staggered entry into the school in the mornings for staff.</li> <li>▪ Staff advised to remove clothing on their return home and shower.</li> <li>▪ Staff to wash or sanitise hands after touching resources that have been used by pupils in their “bubble”</li> <li>▪ Staff to ensure they do not mix with staff from other “bubbles” unless agreed by DH / SBM / PM</li> <li>▪ Staff provided with PPE if they are unable to socially distance.</li> <li>▪ Staff to have their own stationery (pens etc)</li> </ul>	<p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>6. Contracting Corona Virus</b>  <b>How:</b>  Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment.  Inadequate numbers of cleaning staff available.  Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<ul style="list-style-type: none"> <li>▪ Classroom / bubble cleaning sheet in place – staff to update when cleaning has taken place.</li> <li>▪ <b>Cleaning checklist in place for all common areas in the school</b></li> <li>▪ Premises and school staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas.</li> <li>▪ Full clean undertaken by School Cleaners – throughout and at the end of each day</li> <li>▪ Hand washing and sanitising stations available around the school and at Reception.</li> </ul>	<p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ Premises Manager to ensure there are adequate staff available to increase the cleaning regimes (<i>September 20 – increased numbers</i>)</li> <li>▪ <b>New toilet cleaning regime implemented as “bubble” groups allowed to share toilets.</b></li> <li>▪ <b>The main reception desk and Sign in Equipment is cleaned and sanitised regularly by staff.</b></li> <li>▪ Office assessment in place which covers deliveries.</li> <li>▪ <b>Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc.</b></li> <li>▪ Guidance issued to all Contractors which details the cleaning and sanitising regimes within the school.</li> <li>▪ Visitors guidance issued prior to any person coming on site.</li> </ul>	<p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>DH</b></p> <p><b>NR</b></p> <p><b>ST</b></p> <p>By 3.9.20</p>
<p><b>7. Lunchtimes</b>  <b>How:</b>  Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>	<ul style="list-style-type: none"> <li>▪ <b>Staggered lunch time rota in place for dining hall and lunchtime play.</b></li> <li>▪ Supervising lunchtime staff to ensure pupils do not share drinking / eating utensils or food.</li> <li>▪ <b>Parents/ Carers instructed to provide individual drinking bottles for their child.</b></li> <li>▪ School staff to wear PPE if required.</li> </ul>	<p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”.</li> <li>▪ <b>Packed lunch and school dinner pupils sit together in their class “bubble” – no separate tables</b></li> <li>▪ <b>Head Teacher to arrange where possible that staff from the class “bubble” supervise their pupils during their lunch break.</b></li> <li>▪ <b>Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles “are kept apart.</b></li> <li>▪ <b>Staff to clean and sanitise the tables, stools, chairs and contact points after each “bubble”.</b></li> <li>▪ <b>Cutlery Baskets – See Chartwells RA</b></li> <li>▪ Open bins available in the dining hall for pupils to</li> </ul>	<p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>DH</b></p> <p><b>NR</b></p> <p><b>ST</b></p> <p>By 3.9.20</p>

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			dispose of any food / equipment easily. <ul style="list-style-type: none"> <li>SEN – if you have pupils with a special need and require assistance at mealtimes – this must be documented in their individual risk assessment</li> </ul>	L M to L M to L	By 3.9.20
<b>8. Waste</b> <b>How:</b> No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus. No identified storage area for contaminated waste. No PPE available	<ul style="list-style-type: none"> <li>School Waste Procedure in place.</li> <li>Collection of waste from classrooms / areas timetable in place.</li> <li>PPE available for all staff</li> </ul>	M M M	<ul style="list-style-type: none"> <li>All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus.</li> <li><b>The car park at the rear of the school has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test.</b></li> <li>Lidded bins available in all classrooms</li> </ul>	M to L M to L M to L	LS DH NR By 3.9.20
<b>9. Equipment</b> <b>How:</b> Existing school equipment causing an increase to the risk of exposure and transmission of the virus.	<ul style="list-style-type: none"> <li>Hand Driers disconnect.</li> <li>Bins – replaced with lidded bins</li> <li>Water fountains disconnected</li> </ul>	M M M	<ul style="list-style-type: none"> <li><b>Additional bins ordered for September opening.</b></li> <li>Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing.</li> </ul>	M to L M to L M to L	LS DH NR By 3.9.20
<b>10. School Trips</b> <b>How:</b> Staff and pupils exposed to the virus whilst off the school site. School unable to	<ul style="list-style-type: none"> <li>No school trips are currently planned</li> </ul>	M	<ul style="list-style-type: none"> <li><b>Local outdoor trips may be considered to a local park or green space once a risk assessment has been undertaken.</b></li> </ul>	M to L	LS DH By 3.9.20

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control the risks of the virus.					
<p><b>11. Communication</b>  <b>How:</b>            Parents / carers not aware of any new advice from the Government or School regarding the virus.</p> <p>Parents / carers not aware of any reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>	<ul style="list-style-type: none"> <li>▪ School to inform parents / carers about the measures that they are taking and how they can help.</li> <li>▪ Staff issued with advice and the schools' arrangements for Opening June 2020</li> </ul>	<p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ School Leadership Team fully aware of the NHS "Test, Track &amp; Trace" process.</li> <li>▪ <b>System in place to obtain contact details for all those entering our site.</b></li> <li>▪ Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 – <b>LAST WEEK IN AUGUST</b></li> <li>▪ School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government.</li> <li>▪ School procedure in place to update parents / carers of any persons (within the school setting) that has had a positive test for the virus confirmed.</li> <li>▪ Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school.</li> <li>▪ All school staff inducted about the new arrangements / risk assessments / procedures <b>DURING INSET DAYS.</b></li> <li>▪ School staff will be notified immediately by the Head Teacher on any changes in Government advice about Corona Virus and any new measures.</li> <li>▪ School will invite Trade Union and Staff Reps to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections.</li> <li>▪ Visitors to the school will be sent a guidance document prior to the visit to inform them of all the Schools arrangements and expectations. See Visitors Guidance</li> </ul>	<p><b>L</b></p> <p><b>M to L</b></p> <p><b>L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>DH</b></p> <p><b>NR</b></p> <p><b>ST</b></p> <p>By 3.9.20</p>



Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>12. First Aid / Intimate Care</b>  <b>How:</b>            No first aid provision. Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents</p>	<ul style="list-style-type: none"> <li>▪ Bubble checklist in each class giving information of the First Aiders / kit.</li> <li>▪ Bubble checklist in each class giving information of any pupils with Intimate Care Plans.</li> <li>▪ First Aid Procedure in place.</li> <li>▪ Intimate Care Procedure in place.</li> <li>▪ PPE Policy in place.</li> <li>▪ Adequate amounts of PPE available for school staff.</li> <li>▪ System in place to replenish stocks of PPE – <b>SCHOOL OFFICE / PM</b></li> <li>▪ Cleaning regime in place – after first aid procedures / intimate care.</li> <li>▪ Waste procedure in place for the disposal of all clinical / contaminated waste.</li> </ul>	<p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ Parents / carers now issued with an accident form after a pupil has had an accident / injury by a member of staff within the “bubble”</li> <li>▪ <b>The copy of the slip will be held within the “Bubble” and passed to the office at the end of each day.</b></li> </ul> <p>See <u>Updated First Aid RA</u>            See <u>Updated Infectious Diseases RA</u>            See <u>Updated Intimate Care RA</u></p>	<p style="text-align: center;"><b>M to L</b></p> <p style="text-align: center;"><b>M to L</b></p> <p style="text-align: center;"><b>M to L</b></p>	<p style="text-align: center;"><b>LS</b></p> <p style="text-align: center;"><b>DH</b></p> <p style="text-align: center;"><b>NR</b></p> <p style="text-align: center;">By 3.9.20</p>
<p><b>13. Medications / Medical Conditions</b>  <b>How:</b>            No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical</p>	<ul style="list-style-type: none"> <li>▪ Details of all pupils with medications is available on “bubble” checklist including where they are stored.</li> <li>▪ <b>SENCo is responsible for ensuring medications are available for pupils and they are in date.</b></li> <li>▪ Parent / carers to complete an authorisation form to administer medications.</li> <li>▪ A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time.</li> <li>▪ EHCP plans in place for pupils with medical conditions. - information attached to “Bubble” checklist and all relevant staff made aware of them.</li> </ul>	<p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p> <p style="text-align: center;"><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ The school may complete an individual risk assessment for a pupil that requires medications / medical procedures, or that may increase the risk of staff contracting the virus.</li> <li>▪ Relevant staff trained in administering of medications.</li> </ul> <p>See <u>Updated Medications RA</u></p>	<p style="text-align: center;"><b>M to L</b></p> <p style="text-align: center;"><b>M to L</b></p>	<p style="text-align: center;"><b>LS</b></p> <p style="text-align: center;"><b>NR</b></p> <p style="text-align: center;"><b>ST</b></p> <p style="text-align: center;">By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
conditions	<ul style="list-style-type: none"> <li>All medications stored out of the reach of pupils.</li> <li>Emergency medications stored in respective classrooms</li> </ul>	<p><b>H to M</b></p> <p><b>H to M</b></p>			
<p><b>14. Fire</b> <b>How:</b> Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.</p>	<ul style="list-style-type: none"> <li><b>A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the “Bubble” that may need assistance to evacuate during evacuation.</b></li> <li><b>Details of any PEEP’s will be featured on the “bubble” checklist.</b></li> <li>Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely.</li> </ul>	<p><b>M</b></p> <p><b>M to L</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li><b>New fire evacuation procedures will be communicated to staff during INSET days.</b></li> <li>All new fire evacuation routes, and fire assembly points are detailed on “Bubble” checklist – which includes identified person responsible for sweeping the area(s).</li> <li>Office staff to take visitors book with them to the assembly point in a fire evacuation.</li> <li>Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire signage is displayed accurately and fire equipment is all in place.</li> <li>Fire drill planned for <b>3<sup>rd</sup> Week in September</b></li> </ul> <p>See Updated <u>Fire Evacuation</u> RA</p>	<p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>DH</b></p> <p>By 3.9.20</p>
<p><b>15. Face Coverings / Masks</b> <b>How:</b> No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	None	<b>M to L</b>	<ul style="list-style-type: none"> <li>Procedure for where pupils arriving either dispose of their mask / face covering or store it during the school day – if not bringing into school must be given to the parent/carer before they leave / if bringing into school must be in a clear sealed zip up bag/container.</li> <li>Instruction to pupils may be required.</li> <li>Staff given guidance and instruction at Inset day</li> </ul>	<p><b>M to L</b></p> <p><b>M to L</b></p>	<p><b>LS</b></p> <p><b>NR</b></p> <p>By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>16. SEN</b> <b>How:</b> Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (<i>spitting / biting / produce excess saliva</i>)</p>	<ul style="list-style-type: none"> <li>PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus.</li> <li>A risk assessment will be undertaken for specific pupils when necessary.</li> </ul>	<p><b>H to M</b> <b>M</b></p>	<ul style="list-style-type: none"> <li><b>A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus.</b></li> <li>Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE.</li> <li><b>Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated.</b></li> </ul>	<p><b>M to L</b> <b>M to L</b> <b>M to L</b></p>	<p><b>LS</b> <b>DH</b> <b>ST</b> By 3.9.20</p>
<p><b>17. Behaviour</b> <b>How:</b> Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.</p>	<ul style="list-style-type: none"> <li>Please continue to use Class Dojo</li> <li>Please continue to be consistent with the Green Card system</li> <li><b>Behaviour Policy amendment –</b> Pupils cannot be sent to other classes – inform SLT via walkie talkie Pupils <b>cannot</b> be sent to office/communal areas at break lunchtimes – <i>stand on the wall during break, etc</i> Pupils cannot be told to stand outside as punishment as these are communal areas For issues contact Dean or Sandra via Walkie Talkie</li> </ul>	<p><b>M to L</b> <b>M to L</b></p>	<ul style="list-style-type: none"> <li>Risk assessments may be undertaken for specific pupils.</li> <li><b>All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed and immediately via Walkie Talkie</b></li> </ul>	<p><b>M to L</b> <b>M to L</b></p>	<p><b>DH</b> <b>ST</b> By 3.9.20</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>18. Furniture/ Resources</b> <b>How:</b> Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus</p>	<ul style="list-style-type: none"> <li>▪ <b>Staff to ensure strict supervision when introducing any new equipment or resources.</b></li> <li>▪ All equipment / resources will be age / maturity appropriate and included in an activity risk assessment.</li> <li>▪ <b>All soft furnishings / toys removed from class.</b></li> </ul>	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ All equipment / resources can now be shared by children and adults in the “Bubble” and cleaned as part of the routine cleaning regime.</li> <li>▪ All equipment / resources shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours.</li> </ul>	<p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>By 3.9.20</p>
<p><b>19. Outside Play Equipment</b> <b>How:</b> External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus.</p>	<ul style="list-style-type: none"> <li>▪ <b>All external play equipment will be risk assessed to ensure it is age / maturity appropriate.</b></li> <li>▪ All play on external equipment will be supervised by school staff.</li> <li>▪ <b>All external play equipment is visually inspected by Premises staff monthly.</b></li> <li>▪ An annual inspection and service is undertaken by a competent contractor.</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ <b>Sand pits should not be in use.</b></li> <li>▪ Pupils given individual sand trays to use.</li> <li>▪ <b>Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”)</b></li> <li>▪ Outside resources washed in water tray with sterilising solution and left to dry overnight.</li> </ul>	<p>M to L</p> <p>M to L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p> <p>ST</p> <p>By 3.9.20</p>
<p><b>20. PE</b> <b>How:</b> Exposure to the virus due to equipment not</p>	<p>Formal teaching of PE has not been occurring during COVID19 closure.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Sports and activities undertaken outside when possible.</li> <li>▪ Equipment cleaned and sanitised between “bubbles”.</li> <li>▪ A selection of PE equipment assigned to each</li> </ul>	<p>L</p> <p>M to L</p> <p>M to L</p>	<p>LS</p> <p>DH</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.			<p>“bubble”</p> <ul style="list-style-type: none"> <li>▪ Pupils to wash hands before and after PE lesson.</li> <li>▪ Teacher to demonstrate activity and then remotely supervise the pupils.</li> <li>▪ Equipment spaced out to enhance distancing around the pupils and staff.</li> <li>▪ <b>Children should get changed in their classroom for PE, attempting to maintain social distancing / facing same direction.</b></li> <li>▪ For children in Years 4 and up – girls may go to the toilet to get changed BUT MUST NOT COME INTO CONTACT WITH ANOTHER OTHER class/bubble. USE WALKIE TALKIE’s!</li> </ul>	<p>M to L L L L M to L M to L</p>	<p>By 3.9.20</p>
<p><b>21. Transport - School How:</b> Exposure to the virus due to lack of social distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different “bubbles” mixing.</p>	None	<b>M</b>	<ul style="list-style-type: none"> <li>▪ Pupils to sit near other members of their “bubbles” where possible.</li> <li>▪ Space to be left between seats to ensure social distancing.</li> <li>▪ Facemasks must not be shared in school / they should be in clear containers/bags if not being worn.</li> </ul>	<p>M to L M to L L</p>	<p>LS DH NR ST By 3.9.20</p>
<p><b>22. School Estate How:</b> School not safe to reopen. Building checks</p>	<ul style="list-style-type: none"> <li>▪ All visual fire / water / gas / electric / lift checks undertaken by premises staff.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>▪ Statutory maintenance check undertaken by Premises staff August 2020 – prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (<i>see statutory maintenance checklist</i>)</li> </ul>	<p>M to L M to</p>	<p>LS NR By</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.			<ul style="list-style-type: none"> <li>Full site inspection undertaken by Premises / SLT / Governor / Trade Union Rep – DURING INSET DAYS</li> <li>All water outlets flushed regularly, and records maintained.</li> </ul>	L  M to L	3.9.20
<b>23. Ventilation</b> <b>How:</b> Poor ventilation / circulation increasing the risk of spreading the virus	None	H to M	<ul style="list-style-type: none"> <li>All doors and windows kept open (unless dedicated fire doors)</li> <li>Desk and ceiling fans can now be used as long as the area is well ventilated.</li> </ul>	M to L  M to L	LS DH NR By 3.9.20
<b>24. Staff Meetings</b> <b>How:</b> Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.	None	M	<ul style="list-style-type: none"> <li>Meetings will take place in the school hall to ensure social distancing or via Zoom in school.</li> <li>Meetings to be kept to a minimum time to limit time school staff spend together.</li> <li>Smaller groups will be considered where appropriate.</li> <li>Meetings with Parents / Carers only permitted if they are of an urgent matter. (indoor) <ul style="list-style-type: none"> <li>Room to be arranged to ensure social distancing.</li> <li>Visitor guidance sent to Parent / Carer prior to meeting.</li> </ul> </li> </ul>	M to L  M to L M to L  M to L	LS DH ST By 3.9.20
<b>25. Personal Protective Equipment (PPE)</b> <b>How:</b> Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of	<ul style="list-style-type: none"> <li>PPE available in classrooms (for first aid and intimate care).</li> <li>PPE available for Cleaners in the school office</li> <li>PPE sourced and stocked by SBM</li> <li>Procedure in place for a pupil displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear.</li> </ul>	H to M M  M H	<ul style="list-style-type: none"> <li>All school staff issued with guidance on the wearing and removal of PPE.</li> <li>All PPE purchased in accordance with PHE <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>	M to L  M to L	LS NR By 3.9.20

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
PPE available, not correct standard of PPE	<ul style="list-style-type: none"> <li>Staff at the main gate to wear PPE if they feel anxious and at risk from parents / carers not socially distancing.</li> </ul>	<b>M</b>			
<b>26. Working from Home How:</b> Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.	<ul style="list-style-type: none"> <li>See Work at Home RA</li> <li>Staff issued with guidance to set up workstation correctly</li> </ul>	<b>M</b> <b>M</b>	<ul style="list-style-type: none"> <li>All risk assessments reviewed for staff working from home (September 2020)</li> </ul>	<b>M to L</b>	<b>LS</b> By 3.9.20
<b>27. Lettings How:</b> Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.	No lettings permitted	<b>H to M</b>	<ul style="list-style-type: none"> <li>Lettings will be risk assessed on an individual basis and clear guidance and information to the hirer will be communicated.</li> </ul>	<b>M to L</b>	<b>LS</b> <b>DH</b> By 3.9.20
<b>Wrap Around Care How:</b> Pupils and staff contracting the virus due to pupils from different "Bubbles"			<ul style="list-style-type: none"> <li>See <u>Wrap Around Care</u> RA</li> </ul>		<b>LS</b> <b>DH</b> <b>NR</b>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
mixing. Lack of social distancing, poor cleaning / sanitising, sharing of food and utensils / equipment, parents congregating when dropping off and picking up,					ST

**Signed:**

**Role:** Headteacher

**Date:** 25<sup>th</sup> August 2020