

Woodthorpe CofE Primary School – COVID-19 Primary School Full Opening Autumn 2020

Activity being assessed:	Full Opening of Woodthorpe CofE Primary School	Location(s) affected:	Whole School Site
Person(s) completing assessment:	Helen Walker	Date original assessment completed:	21/07/20
Date of review:	04/09/20	Review completed by:	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
<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#effective-infection-protection-and-control>
<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>
<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>
<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Re-opening after the summer holiday.	Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises	Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use. Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and	Flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.	C Beresford by 02/09/20	

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		<p>maintenance to be undertaken in line with Legionella risk assessment.</p> <p>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational. Managing school premises guidance</p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations.</p>	<p>School has remained open since 20th March. Additional cleaning (toilets and touch surfaces) has taken place in the middle of the day. This will continue in September.</p>	<p>Completed in the summer term 2020.</p> <p>L Allen (SBA) to liaise with Cleaning Company and book this to recommence from 03/09/20</p>	
<p>Contracting COVID-19 from being in the school environment by contact with an infected person</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, or visitors living in the same household as a person who has tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and put on school website.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected.</p>	<p>H Walker & M Windsor Guidance to be emailed to staff and uploaded to website for parents by 07/08/20.</p> <p>Isolation procedure same as June re-opening.</p>	<p>Information uploaded to website 18/08/20</p>

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		<p>government period of 14 days. If a staff member or pupil has a positive COVID-19 test the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.</p> <p>Government self-isolation guidance</p>	<p>Communicate information regarding how to obtain a COVID-19 test.</p> <p>Staff to inform the Headteacher immediately if they observe a child to be displaying symptoms.</p> <p>Staff to inform the Headteacher immediately if they develop symptoms whilst on the school site. If they become symptomatic at home staff are to telephone the Headteacher to inform them that they have symptoms of COVID-19.</p>	<p>H Walker & M Windsor to upload to the website by 02/09/20.</p> <p>All staff from 03/09/20</p> <p>All staff from 02/09/20</p>	
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see government list are likely to experience worse	School to contact parents/carers/staff in order to determine individual children that are clinically vulnerable/clinically extremely vulnerable. Where identified in an at-risk category an individual risk	Seek medical advice where needed.	<p>H Walker 21/08/20</p> <p>Teacher2Parent message sent to all Parents asking</p>	<p>21/08/20</p> <p>21/08/20</p>

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		<p>and Y1/Y2 to wait on social distancing markers on school site and Seymour Lane. Staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately.</p> <p>Staff advised to arrive by main school entrance and within designated time frame prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pavement outside school.</p>	<p>and T2P text to be sent out to inform parents of the document/location.</p> <p>Hand sanitiser is in the main entrance. Staff /visitors to use this prior to signing in (touching the Visitor Pod screen) and entering school.</p>	<p>All staff from 02/09/20</p>	
<p>Congestion or inability to adequately manage pupils accessing or leaving school building.</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Two staff members to be on duty at the beginning and end of the school day (bottom and top gates). Staff to monitor and reinforce social distancing.</p> <p>Children in Rec/Y1, Y3/Y4 enter school at 08:45 and leave at 15:15. Enter classrooms via external classroom doors.</p> <p>Children in Y1/Y2, Y5/Y6 to enter school at 09:00 and leave at 15:30.</p> <p>Classes/Bubbles have staggered start and finish times and enter by 2 different gates. Each Class/Bubble enters their classroom via a different route, in order to prevent congestion on site, and in corridors. Classes with</p>	<p>R Turner to stand at the classroom door to greet children and ensure children in Y1/Y2 enter the classroom promptly</p>	<p>R Turner from 03/09/20</p>	

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		<p>an external classroom door (3 out of 4 classes) will use this door to admit and release children at the beginning and end of the school day.</p> <p>Staff on gate duty in the afternoon to use walkie talkies to call children to the gate when parents arrive to collect them. Staff to release children and remind them of social distancing expectations as they leave the school site.</p> <p>Minimal movement of pupils around the school building. Class Bubbles to eat lunch in classrooms (not in the hall) to prevent movement around school. Midday Supervisors to be allocated to each Class Bubble for the week.</p> <p>Social distancing signage and floor markings displayed.</p>	<p>via the corridor. At the end of the day children to be lined up in corridor leading to exit door.</p> <p>H Walker to ensure Midday Supervisors know which class they are allocated to.</p> <p>Ensure established signage/markings are refreshed prior to start of term.</p> <p>Purchase additional 'one way' and 'social distancing' signage for corridors.</p>	<p>H Walker by 02/09/20</p> <p>H Walker M Windsor C Beresford by 02/09/20</p> <p>H Walker 25/08/20</p>	<p>23/08/20</p>

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Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or use hand sanitiser on arrival at school.</p> <p>Following use of toilet facilities hands must be washed with liquid soap and warm water. Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands must be washed with liquid soap and warm water or hand sanitiser.</p> <p>Staff and pupils encouraged to follow the 'Catch it, Bin it, Kill it' protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively wash hands. 'Catch it, Bin it, Kill it' posters displayed around the school.</p>	<p>Staff to show children the NHS video for handwashing via YouTube</p> <p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display 'Catch it, Bin it, Kill it' Posters around school</p> <p>Display handwashing posters by all sinks</p>	<p>Teaching staff on 03/09/20</p> <p>Class Teachers daily from 03/09/20</p> <p>H Walker by 02/09/20</p> <p>H Walker by 02/09/20</p>	<p>28/08/20</p> <p>01/06/20</p>

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		<p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils. Where pupils are to use hand sanitiser this should be done under adult supervision. Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Non-essential items not to be brought into school by pupils or staff.</p>	<p>Ensure sufficient hand sanitiser is available.</p> <p>Staff to monitor this and inform children and parents/carers if a child is bringing non-essential items into school.</p> <p>Inform parents of this expectation.</p>	<p>L Allen to order supplies of sanitiser and tissues as necessary from 02/09/20</p> <p>All staff from 03/09/20</p> <p>21/08/20</p>	<p>18/08/20</p>
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Parents are not currently allowed into reception area without an appointment.</p> <p>Hand sanitiser to be available at reception for staff/visitors to use on arrival before signing in.</p>	<p>The external door into the school reception area is secured to prevent people entering without an appointment.</p> <p>Office staff to ensure visitors use hand sanitiser prior to signing in on Visitor Pod screen.</p>	<p>L Allen from 02/09/20</p> <p>L Allen C Millington from 02/09/20</p>	

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		<p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through school reception area maintaining appropriate social distancing.</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter the office area. Staff requests to be made from the window/hatch.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p>	<p>Any meetings that need to take place indoors will take place in the school hall with adequate social distancing maintained.</p>	<p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>L Allen C Millington from 02/09/20</p>	
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Classrooms with an external door, direct to the outside, to be used where possible.</p> <p>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable.</p>		<p>M Squiers M Windsor H Long H Hall from 03/09/20</p> <p>All staff from 02/09/20</p>	

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		<p>Staff are to maintain social distancing from other members of staff, and pupils where possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas. Soft toys removed from all classroom and learning areas.</p> <p>Pupils will have named pupil pack with pen pencil, ruler, rubber, pencil sharpener and any other essential equipment for learning.</p> <p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p>	<p>Staff to laminate name labels for desks</p> <p>If younger pupils need the comfort of a soft toy, one should be brought from home and kept for their use only – avoid if possible.</p> <p>Any equipment that is shared between Class Bubbles is to be cleaned by the first Teacher/TA then</p>	<p>All staff from 02/09/20</p> <p>Teachers from 02/09/20</p> <p>Teachers by 02/09/20</p> <p>Teachers by 02/09/20</p> <p>M Squiers R Turner from 03/09/20</p> <p>Teachers by 02/09/20</p> <p>Teachers / TA's by 02/09/20</p>	

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		<p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards and walkie talkies only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting, windows to be opened to provide fresh air to be circulated within classroom and learning areas. Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>	<p>passed to the next Class Bubble. Disinfectant spray and blue paper towels to be used where possible. Disinfectant wet wipes to be used where equipment does not need to be sprayed/wet.</p> <p>If another staff member needs to use a piece of equipment they must clean/disinfect it prior to and after they have used it.</p>	<p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p>	
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff to access welfare facilities maintaining appropriate social distancing.</p> <p>Pupils will be monitored in their use of toilets to avoid overcrowding –</p>		<p>All staff from 02/09/20</p> <p>All staff from 03/09/20</p>	

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		<p>younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing). Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required. Only liquid soap is permitted in school.</p> <p>Hand drying will be by air hand drier or disposable towels only; hand towels have been removed.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>C Beresford to inform L Allen when liquid soap needs ordering.</p> <p>C Beresford to check soap and top up every morning. C Beresford to ask Cleaners at lunch to top up soap as necessary.</p> <p>Agency Cleaners employed in the middle of the day to clean toilets and touch surfaces around school.</p> <p>Purchase lidded pedal bins for classrooms and toilets where paper towels are used.</p>	<p>L Allen to order liquid soap as required from 02/09/20</p> <p>C Beresford from 02/09/20</p> <p>All staff from 02/09/20</p> <p>L Allen to book additional cleaning from 02/09/20</p> <p>H Walker 26/08/20</p>	<p>28/08/20</p>
Possible contamination from inadequate social	Pupils, staff, visitors, and the general public	Break times staggered with staff and pupils allocated specific break times and areas to be accessed within	Staff to release each other for comfort breaks.	H Walker circulate timetable by 02/09/20	21/07/20

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<p>distancing or cross contamination of equipment at Break times or during external learning activities</p>	<p>becoming infected with COVID-19:</p>	<p>Bubbles.</p> <p>Fixed external play equipment to be frequently cleaned.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Consider and develop a plan depending on the number and size of playgrounds/fields etc. Specify zones, times and supervision ratios for each bubble and communicate.</p> <p>Staffing ratios for outdoor play assessed and determined in "Bubbles"— see plan</p> <p>If pupils are eating, hands to be washed prior to eating (see handwashing).</p>	<p>Fixed tyre play area to be cleaned with spray disinfectant after use by the lead staff member supervising the Class/Bubble.</p> <p>Staff to inform H Walker if any equipment needs to be isolated.</p>	<p>All staff from 03/09/20</p> <p>Sports Coaches and staff responsible for each Class/Bubble from 03/09/20</p> <p>All staff from 03/09/20</p> <p>H Walker & M Windsor by 02/09/20</p> <p>H Walker & M Windsor by 02/09/20</p> <p>All staff from 03/09/20</p>	

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		<p>After external activities – staff and pupils to wash hands (see handwashing).</p>	<p>Use classroom sinks where possible. Y1/Y2 (R Turner's class) to use sink in toilets.</p>	<p>All staff and Sports Coaches from 02/09/20</p>	
<p>Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed. Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one "Bubble" group at a time.</p> <p>Pupils to wait in lunch areas until all of the "class group" have finished eating before going out to their designated play areas.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>Two members of the DCC Catering Team (based at Norbriggs) will be</p>	<p>Children to eat lunch in their Class/Bubble base. Midday Supervisors to supervise the same Class/Bubble all week.</p> <p>DCC Catering team to review risk</p>	<p>H Walker & M Windsor by 02/09/20</p> <p>Midday Supervisors from 03/09/20</p> <p>Teachers and Midday Supervisors from 03/09/20</p> <p>H Walker to share RA with Catering</p>	

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		onsite at Woodthorpe over the lunch period each day.	<p>assessments</p> <p>SLT to meet with the DCC Catering/Midday Supervisors to discuss how break and lunch periods will be managed.</p>	<p>Team by 02/09/20</p> <p>H Walker & M Windsor to meet with Catering Team / Midday Supervisors by 03/09/20</p>	
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	No whole school Collective Worship or Celebration Assemblies to take place, to reduce mixing of bubbles. Class Worship will take place daily.		Class Teachers from 03/09/20	
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<p>All staff are First Aid trained. Four members of staff have Paediatric First Aid training. Sufficient first aid provisions are in place in line with the schools first aid risk assessment. Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze.</p> <p>All incidents of first aid must be recorded. The HT and DHT review on a daily basis.</p> <p>If a significant injury occurs, a trained first aider will deal with the incident in</p>	Review First Aid Risk Assessment.	<p>H Walker & M Windsor by 02/09/20</p> <p>Staff to inform H Walker & M Windsor of incidents daily from 03/09/20</p> <p>All staff from 03/09/20</p>	

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		<p>where possible a trained member of staff will be within “Bubble”, if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</p>	<p>filing cabinet in the relevant Class/Bubble with the dosage/administering information so that class teachers can administer medication.</p>		
<p>Possible contamination from a symptomatic person on site</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision. Parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and dispose of (see contaminated waste) and will wash hands. Government guidance will then be followed</p>	<p>Communicate information regarding how to obtain a COVID-19 test</p> <p>Purchase visors in case required</p> <p>Headteacher’s Office is the Isolation Room and has a sign on the door to communicate this.</p>	<p>H Walker by 02/09/20</p> <p>L Allen H Walker by 02/09/20</p>	<p>June 2020</p>

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Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves, aprons, visors, and masks are available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</p> <p>Staff will be shown how to safely don and doff PPE.</p>	<p>Contaminated waste and PPE to be disposed of correctly (double bagged, stored for 72hrs then disposed of). Contaminated waste/PPE box to be set up in Boiler House.</p> <p>Don/Doff PPE posters displayed around school</p>	<p>C Beresford & H Walker by 02/09/20</p> <p>H Walker by 02/09/20</p>	01/06/20
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p> <p>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</p>	<p>One-way system is in place in school. Posters are displayed. This will need explaining to new children, and those that have not been in school since 20th March.</p> <p>Caretaker to open internal fire doors each morning.</p>	<p>H Walker review posters by 02/09/20</p> <p>Teachers to inform Class Bubbles.</p> <p>C Beresford from 03/09/20</p>	

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Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Staff must observe appropriate social distancing at all times whilst on the school site.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned to promote social distancing.</p> <p>Staff to wash hands prior to entering staff room, before preparing food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge, cupboards.</p> <p>Where shared computers are used during PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using</p>	<p>Staff not to move or re-position chairs. Staff to eat in the hall (socially distanced) if the staffroom is full (4 people maximum in the staffroom).</p>	<p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>All staff from 02/09/20</p> <p>Teachers. TA's, Office staff from 02/09/20</p> <p>C Beresford to open staffroom window every</p>	

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		disposable tissue.		morning from 02/09/20	
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments/employers (agency cleaners). Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Additional cleaning of toilets and touch surfaces in the middle of the day.</p> <p>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p>	<p>Agency Cleaners to carry additional cleaning.</p> <p>Inform Cleaning staff (in person/face-to-face) of the cleaning regimes/procedures in place at school, and the expectations for completing these tasks, that may be different to usual cleaning regimes (e.g. what constitutes</p>	<p>K Hancock and Agency Cleaners from 02/09/20</p> <p>L Allen to liaise with agency and book from 03/09/20</p> <p>C Beresford from 02/09/20</p>	

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		<p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area (cleaning at the end of the day).</p> <p>Staff are expected to maintain the staffroom, clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, coat pegs, tables, staff</p>	<p>a touch surface now).</p> <p>Cleaners to undertake the cleaning tasks in their cleaning area, as per the plan communicated by the Caretaker, C Beresford.</p> <p>Staff to move out of areas that cleaners are cleaning to ensure social distancing.</p> <p>Staff must wash own pots and dry them with paper towels and put them away afterwards.</p> <p>Caretaker to inform cleaners of the requirement to disinfect cloths/mops daily after use.</p> <p>Agency Cleaners are carrying out additional cleaning</p>	<p>K Hancock and Agency Cleaners from 02/09/20</p> <p>Teachers / TA's from 03/09/20</p> <p>Teachers, TA's that use the staffroom throughout the day from 02/09/20</p> <p>C Beresford by 03/09/20</p> <p>L Allen to book Agency Cleaners from 02/09/20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>desks, including any surface reachable by children and staff, high and low).</p> <p>All internal bins will be emptied daily to external secure bins. In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</p>	<p>during the middle of the day.</p> <p>Staff to inform H Walker and C Beresford of any contaminated waste, in order for this to be removed, recorded on the Contaminated Waste Log and disposed of correctly.</p>	<p>All staff from 02/09/20</p>	
<p>Ineffective management of potentially contaminated waste</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19</p>	<p>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>	<p>Contaminated waste storage box to be set up in the Boiler House.</p> <p>Caretaker to ask Office staff and Headteacher if there has been any contaminated waste on arrival at school in the afternoon.</p> <p>Contaminated waste record sheet to be set up and kept in the Office.</p>	<p>C Beresford H Walker by 02/09/20</p> <p>C Beresford from 02/09/20</p> <p>H Walker by 02/09/20</p>	<p>05/08/20</p>
<p>Use of third-party facilities</p>	<p>Pupils, staff, visitors, and the</p>	<p>Overnight and overseas visits will not take place.</p>	<p>Staff to be aware of this requirement</p>	<p>Teachers from 03/09/20</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	general public becoming infected with COVID-19	Any off-site activity to be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual bubbles.	when planning / costing any educational visits, as this is likely to increase costs for visits. On 17 th March Edale moved the 3 rd -5 th June residential to 14 th -16 th October. M Windsor (Visit Leader) to contact Edale to cancel the booking in line with the risk assessment.	Office staff from 03/09/20 M Windsor 07/08/20	05/08/20
Inadequate social distancing and contaminated surfaces on public transport	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort.	Ask parents/carers if anyone uses public transport to get to school. Ensure child's mask is not in school.	L Allen text message to parents by 02/09/20 Teachers from 03/09/20	
Behaviour and wellbeing of Pupils SEND	Pupils and staff may be affected by physical, mental, and	Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have	Review of behaviour policies to ensure COVID- 19 related incidents are	M Windsor by 02/09/20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Behaviour	emotional injury/distress	been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. SENDCo available in school.	covered. Consider PPE needs as part of risk assessments as appropriate. In the absence of the SENDCo the Headteacher will cover	M Windsor by 02/09/20 M Windsor & H Walker by 03/09/20	
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out for changes to “normal” behaviours of pupils and report any concerns immediately.	DSL in school and available, if DSL is not in school Deputy DSL is available. DSL to let staff know if they will not be in school for any reason.	H Walker by 02/09/20 H Walker and M Windsor from 03/09/20 H Walker from 03/09/20	
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and	Staff may experience higher levels of stress and anxiety Potential increase in	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff.	Review procedures and support available to staff. In the staffroom Display Mental Health Posters and	H Walker C Millington by 03/09/20 H Walker by 02/09/20	June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
concern about contracting COVID-19	incidents of Domestic violence	SLT checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	where to access support. Daily evaluation meeting at 15:30. Staff to inform Headteacher of any concerns that arise.	All staff (as per contract) from 03/09/20 All staff from 02/09/20	Started in March 2020, ongoing from 03/09/20
Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty re-adjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious). Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.	Teachers to photograph their Classroom Bubble and produce a written narrative of information of how it will be at school in order to give reassurance to children. Communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs	SLT & Teachers produce by 02/09/20 M Windsor to upload to website by 02/09/20 SLT Upload information to website by 02/09/20	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Signature of Senior Leadership Team:			Date:		
C Millington (SBM):					
H Walker (HT):					
M Windsor (DHT):					
Date review required: 04/09/20	Date review required: 18/09/20	Date review required: 02/10/20	Date review required: 23/10/20		

<i>Consultation method</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Staff Meetings – Remote</i>	<i>DDAT</i>	<i>25/08/20</i>		<i>First review of Risk Assessment</i>	
<i>Staff Meetings / INSET / Specific Training / via email</i>	<i>Local Governing Body</i>	<i>02/09/20</i>		<i>04/09/20</i>	
	<i>SLT</i>	<i>14/08/20</i>			
	<i>Teaching Staff</i>	<i>02/09/20</i>			
	<i>Support Staff</i>	<i>02/09/20</i>			
<i>Parents – written communication and T2P notification</i>	<i>School Business Manager</i>	<i>02/09/20</i>			
	<i>School Business Assistant</i>	<i>02/09/20</i>			
	<i>Caretaker</i>	<i>02/09/20</i>			
	<i>Cleaner</i>	<i>07/09/20</i>	<i>Unable to attend INSET.</i>		
<i>All stakeholders - School Website</i>	<i>Agency Cleaners</i>	<i>03/09/20</i>			
	<i>Catering Staff</i>	<i>02/09/20</i>			
	<i>Parents/Carers</i>	<i>02/09/20</i>			
	<i>TU Reps: Staff</i>				

	<i>encouraged to speak to Trade Union Representatives if there are any concerns. DDAT conducting consultation with Regional TUs through JCC meetings.</i>				
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<i>Communication/training of risk assessment and controls following consultation:</i>	<i>Communicated to:</i>	<i>Date communicated:</i>
<i>SLT Consulted on development of RA</i>	<i>SLT</i>	<i>08/07/20 & 09/07/20</i>
<i>RA and Reopening Plan submitted to DDAT</i>	<i>DDAT</i>	<i>25/08/20</i>
<i>RA and Reopening Plan submitted to LGB</i>	<i>Governors</i>	<i>02/09/20</i>
<i>Letter on arrangements for September provided to parents/carers</i>	<i>Parents/Carers</i>	<i>18/08/20</i>
<i>Reminder text sent to parents/carers</i>	<i>Parents/Carers</i>	<i>24/08/20</i>
<i>RA and Reopening Plan provided to staff</i>	<i>Staff</i>	<i>02/09/20</i>
<i>Training for staff on reopening arrangements and RA</i>	<i>Staff</i>	<i>02/09/20</i>
<i>RA available on school website</i>	<i>All stakeholders</i>	<i>02/09/20</i>
<i>Pupils supported to adhere to measures in place</i>	<i>Pupils</i>	<i>03/09/20 onwards</i>