

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

## Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation for the case and household contacts.

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.


As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 re-opening arrangements	
School	St. Mark's C of E Primary School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Valerie Hall/ Head of School D. Hindson.	Date:	<p>Originally received from trust 20/05/2020</p> <p>Updated June 1<sup>st</sup> 2020</p> <p>Updated June 22<sup>nd</sup> 2020</p> <p>Updated July 2020</p> <p>Updated September 2020</p> <p>Updated October 2020</p> <p>Updated November 2020</p>
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Quality Assurance Check by Manager / Line Manager		Date:	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Safe Social Distancing 2mt rule.</p> <p>Entrances.</p>	<p>Manned to monitor observance of 2mt safe social distancing and to remind of good hand and respiratory hygiene.</p> <p>Front entrance. No entry to front office. Poster stating to ring the office.</p>	<p>COVID-posters [catch it - bin it - kill it , hand and respiratory hygiene etc]</p> <p>Contact <a href="#">Chris Stansmore</a> or tel. 01642 – 524502.</p>	<p>All qualified teachers</p> <p>Admin staff</p>	<p>June 1<sup>st</sup>. 2020.</p> <p>June 1<sup>st</sup> 2020</p>	<p>Record when this was completed.</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Staircases</p> <p>Lifts</p> <p>Exit routes</p>	<p>COVID-secure guidance available <a href="#">here</a> . Small groups of children, although numbers may vary slightly from day to day, led by adult in charge and reminded by adult in charge.</p> <p>Furniture and workshops re-arranged to maintain safe social distancing.</p> <p><del>2mt distancing markers present to maintain safe social distancing, where appropriate.</del></p> <p><del>Posters present to limit entry to one person only. If occupied, do not enter. Floors marked to direct to exit routes if different from entrance.</del></p>	<p><del>Mobility impaired students may require additional arrangements. See individual risk assessment for child</del></p>	<p>All staff in charge of small groups of children</p> <p>N/A</p>	<p>From June 1<sup>st</sup> 2020</p> <p>N/A</p> <p>N/A</p>	
<p>Outdoor learning space</p>	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes may need to be reduced to maintain safe social distancing.</p> <p>Staff to collaborate so no two groups use this space at the same time.</p>	<p>Restrict number or groups of children outside so that pupils do not gravitate towards one another.</p> <p>Continuous reminders by email and staff briefings. Staff protocol document.</p>	<p>All staff</p>	<p>From June 1<sup>st</sup> 2020</p>	<p>On going.</p>
<p>Hygiene</p>	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Frequent hand washing and drying – see guidance on <a href="#">hand cleaning</a>. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues available.</p>	<p>SLT</p> <p>Admin</p>	<p>June 1<sup>st</sup></p>	<p>Ongoing reminders by email and staff</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>. This has been issued to heads by Bulloughs. To be kept in each area where staff and children are.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available <a href="#">here</a>.</p> <p>Access to toilets and how that will be controlled to reduce numbers of children at any one time on the time table.</p>	<p>All staff to be given guidance.</p> <p>All staff</p>	<p>June 1st</p>	<p>briefings.</p>
<p>Vulnerable People</p>	<p>Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for <a href="#">clinically extremely vulnerable groups</a> and <a href="#">clinically vulnerable groups</a> to ensure their presence does not place them in a position of elevated risk of exposure.</p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of Self-isolating if these are experienced.</p> <p>Staff individual risk assessments to be put in place if needed.</p>	<p>CEO/ Heads of school</p>	<p>June 1<sup>st</sup> but continuing as staff return or go off</p>	
<p>First Aid</p>	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries, however a separate risk assessment has been done where a paediatric first aider cannot be present due to staffing issues, as per Dfe guidance.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination (available in packs</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p>	<p>CEO/head of school in conjunction with appointed leader in school on the day.</p>	<p>Ongoing</p>	<p>Ongoing</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>in all classes).</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>For immediate first aid, kits are held in each classroom.</p> <p>Advice from the St John Ambulance is available <a href="#">here</a>.</p>			
Students / Staff display symptoms	<p>People (or those of their household) showing symptoms should remain at home and self isolate and book a test as a key worker.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found <a href="#">here</a>.</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2 mts cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students.</p> <p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other</p>	<p>More information on self isolation can be found <a href="#">here</a>.</p> <p>See Dfe guidance for booking a test.</p> <p>Thinking about cleaning broadly and after a potential suspected COVID19 case it might be worth considering ensuring the following: Those carrying out routine environmental cleaning are equipped with and trained to use appropriate PPE (disposable gloves and apron). During the event a cleaner will need to be available (not necessarily on site) to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon the cleaning requirement).</p> <p>Post contamination cleaning will be dealt with by Bullough's staff but appointed leader in school on that day (DSL) must isolate the room, make no attempt to clean it and ensure it is not used until it has been cleaned to Bullough's published standards.</p> <p><a href="#">COVID-19: Cleaning in health non-healthcare settings</a></p>	All staff	Ongoing	Ongoing
			Appointed leader in school on that day (DSL) with advice from head or CEO if requested. Head of school must be informed as soon as possible after the event and appointed leader (DSL) must inform whether or not Bulloughs have been contacted. (do not assume or leave this to chance)	Aa required.	Ongoing.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p> <p>The symptomatic student's class should be monitored by staff to ensure no other possible cases arise.</p> <p>Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed.</p> <p>Where the staff member or student tests positive for COVID-19, the rest of their class should be sent home and advised to self-isolate for 14 days, more information on confirmed cases actions can be found <a href="#">here</a>.</p>		<p>DSL to be aware and action what needs to happen.</p>		
<p>Personal Protective Equipment (PPE)</p>	<p>PPE guidance can be found <a href="#">here</a>.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p>				

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home. It should be worn for first aid and before any needed Team Teach intervention.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.</p>	<p>Where fluid resistant surgical masks cannot be sourced, after every effort by the trust, the trust will purchase the best possible quality of face masks it is able. If staff wish to use their own face masks until fluid resistant face masks can be sourced by the trust this will be permitted, at the adults own risk.</p> <p>Eye masks are in the process of being sourced by the trust. The child's own risk assessment should be followed in the event of risk of spitting or biting.</p>	<p>CEO responsible for ordering PPE.</p>	<p>Underway now- orders are being processed in the case of face masks.</p> <p>Masks are being sourced. Aprons? Eye protection?</p>	
<p>Cleaning arrangements</p>	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p>	<p>Further guidance on cleaning in non-healthcare settings available</p> <p>Schools will be closed every Wednesday to allow for additional cleaning of all surfaces. Bullough's have supplied details. This will continue to be under review as numbers of pupils increase.</p>	<p>CEO/Heads of School</p>	<p>Ongoing and under review. From June 1<sup>st</sup> 2020</p>	

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<p>Premises management</p> <p>Water Hygiene</p>	<p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals. Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p> <p>Legionella testing has continued throughout partial closure of schools, on both sites.  <b>Documents available for inspection.</b></p>	<p>CEO/head of school to action site manager to initiate what is needed.</p>	<p>By June 1<sup>st</sup></p>	
<p>Fire Management</p>	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>• a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>• a full discharge test of the emergency lighting system across the site</li> <li>• a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>• checking that fire escape routes are clear of any obstructions</li> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul> <p>This has been on going at both schools through partial closure</p> <p>Fire drills to be undertaken during the week</p>	<p>CEO Head of school with advice from site supervisors.</p>	<p>Ongoing review</p>	<p>Ongoing review</p>



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		<p>commencing June 1<sup>st</sup> and recorded. Any changes to be processes will be undertaken.            Site manager as added an appendix to current fire plan with extra measures that need to be taken during this time.</p>			
<p>Lifts, lifting devices and other statutory checks.</p>	<p>During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical.            In reality, some statutory checks may have expired their 'due-by' date.</p>	<p>Duty holders, must therefore ensure that statutory inspections on :-</p> <ul style="list-style-type: none"> <li>• lifting equipment</li> <li>• pressure systems</li> <li>• fixed electrical systems [ electrical installation condition surveys ]</li> <li>• portable appliance testing</li> <li>• gas appliances, etc</li> </ul> <p>are 'in date' prior to the reoccupation of buildings.</p> <p>Employers must also consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.</p> <p>For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</p>	<p>CEO and lead caretaker to review. However tests have continued throughout closure. Documents available to review.</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Review behaviour policy</p>	<p>The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.</p>	<p>Behaviour policy remains fit for purpose but schools may write an emergency protocol for use until July 17<sup>th</sup> 2020.</p>	<p>CEO/Head of School</p>	<p>Protocol by June 1<sup>st</sup>.</p>	
<p>Individual pupil risk assessments</p>	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> <li>• pupils who need specific care, which cannot be delivered whilst ensuring social distancing</li> <li>• potentially violent pupils, especially</li> </ul>	<p>Risk assessments undertaken for all EHCP pupils and being reviewed from June 1<sup>st</sup> in light of any changes since lockdown commenced.</p> <p>EHCP children will be prioritised, but all vulnerable pupils who have not returned to school will be reviewed and outcomes recorded where</p>	<p>CEO/executive SENdCo in consultation with Heads of School.</p>	<p>Initial risk assessment by June 1<sup>st</sup> with any actions commencing as soon as</p>	<p>Ongoing review.</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	those with a known risk of spitting and/or requiring physical restraint.	parents choose not to send their children back to school.  ARB individual risk assessments being amended.		practical after that, if additional support required.	
Home to school transport.	Consider availability and capacity of school transport, including transport for pupils with special needs to meet safe social distancing guidelines.	Further advice and guidance is being sought from school transport. Guidance to be followed wherever practical. (Parents may be asked to act as escorts on transport where social distancing allows. To be confirmed.) School staff cannot transport pupils in their own vehicles for general school activities and purposes. This can be reviewed in an emergency but only with the permission of the member of staff involved.	CEO/Head of School SENDCo	Continuous, until further guidance is published.	Ongoing
Control of Contractors	Where contactors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.  All non-essential works , ie decorating, should be delayed in light of the current situation.  Control of contractors' documentation should be updated and made available in preparation of the contractor attending site.  For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building  Plans (where available) could be left in an isolated and secure area.	Control of contractors' documents to be updated.	Site supervisor with Heads of School  To be reviewed as appropriate.	June 1 <sup>st</sup>  Ongoing.	

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	Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.				
Reopening science departments. CLEAPSS	CLEAPSS guidance is available on their website to subscribers. View leaflet GL 345.				
Children and staff 'bubbles'	<p>Best endeavours to ensure no bubbles mix.</p> <p>As numbers increase, children can join a new 'bubble', but individual 'bubbles' will not mix. (Best endeavours.)</p>	<p>Certain staff will be allowed to cross a 'bubble' but social distancing must be maintained. (SLT, admin, kitchen, lunch time supervisors.)</p> <p>In the event of a major safe guarding incident, staff not listed as being able to cross 'bubbles' will be allowed to. Social distancing to be maintained.</p> <p>There may be more than one 'bubble' that contains siblings, due to parental reference of siblings being in different bubbles or due to the age of the children.</p> <p>Best endeavours to ensure that 'bubbles' never have more than 15 children in.</p> <p>Provision for 'bubbles' where staff ring in sick: an adult may have to be called to come in if working from home (staff not on rota that day).</p> <p>Any additional children joining must be decided and placed in a group by Head of School, or in her absence, AHTs.</p>	<p>All staff</p> <p>H of S AHTs</p>	<p>Ongoing</p>	
ARB children re-locating rooms (from	ARB moving to a different room due to increased numbers and limited space in current room.	All staff and children returning will be based in The Studio. Immediate access to outside area if required (like	ARB staff	Ongoing	

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<p>WC 22<sup>nd</sup> June)</p> <p>Number of children, teaching spaces being used and staff in school at one time increased from June 22<sup>nd</sup>.</p>	<p>Staff and children stay in 'bubble' unless major safeguarding prevents this. Consideration needed for staff room due to increased numbers.</p>	<p>previous room).                      Temporary amendment to The Studio door that will be in place of the double handle system in the current classroom to reduce the ability to abscond from the room un supervised.                      Staff to have a mobile phone should they need to ring for anyone's attention (no buzzer in the new room like the current room).                      3 staff present at all times (most times 4) with 9 children so if phone alert fails someone can alert some help in person.</p> <p>Staff to be made aware that with increased staff numbers, other spaces will need to be used for lunch other than the staffroom.                      Staff to consider bringing a lunch that does not need the amenities of the kitchen to be able to eat it. (Staff manage this risk themselves once made aware).</p> <p>Staff toilet use likely to increase due to more staff being it at one time. Lunch time staff to wipe down sinks, handles and toilet handles over the lunch period.                      Staff to ensure they maintain good hand hygiene after using the toilet. (Staff manage this risk themselves once made aware).</p> <p>Children's toilet use likely to increase due to more children being it at one time Lunch time staff to wipe down sinks, handles and toilet handles over the lunch period as previously.                      Staff to ensure children maintain good hand hygiene after using the toilet, as previously.                      Timetables to continue to consider the increase of numbers to allow for all to have regular slots to wash their hands but with maintaining social distance.</p>	<p>All staff</p>	<p>Ongoing</p>	

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<p>Risk assessment updates for September 2020:</p> <p>If child or member of staff in school shows symptoms.</p> <p>Classroom arrangement</p> <p>Hand washing and sanitiser stations available for regular hand washing and hygiene.</p>	<p>Child or staff member to be isolated from day of first symptoms, unless test comes back negative. (7 days for person showing symptoms, 14 days for anyone in the household or family group). 'Bubble' to stay as it was, unless a positive test outcome is received. Bubble then follows the isolation procedures as stated previously. Active engagement with Test and Trace adhered to.</p> <p>Usual class size with forward facing desks and children sitting side by side. EYFS to ensure continuous provision allows children to be side by side and not facing.</p> <p>Class groupings to have own timings to use hand washing facilities if not in classroom. All staff to adhere to timings. Hand sanitiser to be used on entry to school until hand washing timetable begins at 9.10am</p>	<p>Timetables to continue to consider the increase of numbers to allow for all to have regular slots outside and still be able to maintain a social distance. (Staff must stick to allocated times and spaces).</p> <p>Staff community to be made aware appropriately.</p> <p>Class group to not mix with another class group as part of the usual school day (8.40am-3.10pm)</p> <p>Due to staggered timings and free flow entry, not all class groupings will be able to access hand washing facilities on entry. Where they can't access immediately, they will use hand sanitiser until time table commences at 9.10am.</p>	<p>All staff</p> <p>Staff working in class group</p> <p>Staff working in class group</p>	<p>Ongoing</p> <p>Ongoing until further guidance Ongoing until further guidance</p> <p>Ongoing until further guidance</p>	

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Supervision of hand sanitiser	Staff in class groupings to administer this, not children themselves.	Monitoring needed in case of ingestion.	Staff working in class group	Ongoing until further guidance	
Enhanced cleaning	Staff to continue to clean areas they feel need cleaning during the day, Inc lunchtime. Toilets: handles, sinks to continue to be cleaned as part of lunch time cleaning.	Blue roll and Bullough's spray to be regularly replenished.	Staff working in class group during the day. Lunch time staff at lunch time. Cleaners at end of school day.	Ongoing until further guidance	
Consistent groups of children	Class groupings for September to be the groups children stay in during the usual school day (8.40am-3.10pm)	The guidance does not state a size of group, however, the biggest group at St. Mark's will be 31 (2 X year 4 classes) due to current class grouping arrangement.	SLT. Staff working in class group.	Ongoing until further guidance	
Allow mixing into wider groups for wrap around care.	Endeavour to keep these groups at least partially separate and minimising contact between children to reduce the network of possible direct transmission.	Where numbers and staffing allow, wrap around care to allow class groupings to stay together. Best endeavour.	SLT. Staff working in groups.	Ongoing until further guidance	
All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.	Teachers to move classrooms when required to teach a different group of children. TAs can cover PPA in different class groupings. Staff to keep 2m from other staff. Staff to keep 2m from children where possible. Minimise time spent within 1m of anyone.	Information about which staff members have been in which class grouping to be kept and updated.	SLT. Staff working in class groups.		
Avoid large gatherings	Staff to pre record worship so teachers can share at anytime on the day it should	Rota to be adhered to	SLT. Teachers.	Ongoing until further	

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<p>like collective worship</p> <p>When time tabling, movement around school site to be kept to a minimum.</p> <p>Supply teachers, temporary staff and specialists can move between schools.</p> <p>Children attending more than one provision</p> <p>Children's resources</p>	<p>be shared.</p> <p>Children having a school meal to go to hall at given time slot, collect meal and take to classroom to eat.</p> <p>Staggered breaks, lunch times etc...</p> <p>Explain the management of visitors as they arrive on site. A record to be kept of all visitors and reasons why.</p> <p>Collaboratively work with child/family attending more than one setting to enable them to address any risks identified.</p> <p>Own labelled equipment for everyday use. Shared equipment in the class grouping to be cleaned frequently. Any shared resources to be cleaned frequently. Reading books can be taken home if they are held in the class grouping room. Mobile phones.</p>	<p>Time table slot to be adhered to.</p> <p>Where 'work' of visitors can be done remotely, this should take place like this. Future Steps and Bungalow Project will need to provide their Covid measures on entry/booking. Contractors will need to be told the only on site times they can do work is when staff and children are off site. Kath Frazer to liase with site managers for this.</p> <p>School to identify who these children are and plan prior to attending. (Possible 15 hours attending a paid for setting for example)</p> <p>Identify what equipment will be shared (science, art) and state cleaning routine in place.</p> <p>Parents only send in mobile phones with children if absolutely necessary, pre arranged. Child will put it in 'drop box' on a morning and retrieve from</p>	<p>SLT. Teachers.</p> <p>Admin to explain procedure. Visitors adhere to it.</p> <p>Kath Frazer Site manager</p> <p>SLT. Appropriate staff.</p> <p>Appropriate staff.</p> <p>Parents. Child. Admin staff (to</p>	<p>guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
PPE usage	As currently being used (for intimate care and any SEND needs to be met – see individual RAs for the detail).	<p>'drop box' at home time. Phone must be labelled. Wipes provided to wipe it down.</p> <p>Individual; RAs in place for this. Share with staff involved. Share with parents appropriately. Staff Handbook: if not worn, could lead to management guidance.</p>	<p>organise boxes for each class bringing phones in and label) Parents. Staff.</p> <p>Appropriate staff.</p>	<p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p>	
PPE locations	PPE packs to be available in set locations around school, inc Conference Room when supervising ill child or similar.	PPE must be worn when dealing with a sick child in Conference Room.	SLT to delegate	Ongoing until further guidance	
Transport	Where transport is required (swimming lessons) children should only go on transport with their class grouping. Escorts in taxis must wear PPE/comply with company standard.	<p>Only when pools are deemed safe for use.</p> <p>Any other trips not advised this academic year.</p>	SLT on gate to check escorts are adhering to company standard.	Ongoing until further guidance	
Staffroom access and breaks/lunch	<p>Staff to spend no more than 15 minutes at one time in any designated staffroom. Staff MUST space at least 2m away from another staff member. Chairs to be spaced 2m apart and any unneeded to be removed.</p>	<p>Staff sign up to this when signing they have read the updated Staff Handbook. Lack of adherence could lead to management guidance. Secondary places designated to have a break and lunch.</p>	<p>SLT. All staff.</p> <p>SLT.</p>	Ongoing until further guidance	
Updates: September 2 <sup>nd</sup> 2020	A change to the previous isolation room. The isolation room is now the small meeting room near the library. This is where symptomatic children should be taken. Staff member chaperoning a child needs to wear PPE, if it's an adult, they can go home if well enough, room to be		All staff	Ongoing until further guidance	



Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>wiped clean afterwards. Symptomatic person to exit school via the closest external door to the small meeting room. Chaperone to inform office they have exited the building.</p> <p>Reading books can be sent home. Children in the same bubble can share reading books. If another bubble needs to use the reading books, they have to be quarantined for 72 hours before another bubble uses them.</p> <p>Equipment usage at Breakfast Club and Afterschool Club. Children can have games, books etc... but only one bubble to use the same equipment. These are to be wiped down or quarantined for 72 hours before used by another bubble. For ipad/laptop use, staff must clean them before use. (Spray the spray onto the cloth, wipe down, leave for 10 minutes before use.)</p> <p>Staff requesting if they can wear PPE. H and S said the guidance states that PPE does not need to be worn unless for intimate care purposes, Team Teach or when sitting with a symptomatic person in isolation. However, if a staff member requests due to being in a vulnerable group, the request can be discussed with staff member and an arrangement to be agreed. Where a staff member wants to wear PPE in communal areas, this is allowed if a discussion has taken place with the Headteacher beforehand. PPE not to be worn in class unless for the</p>	<p>BC and ASC staff to take responsibility for knowing which group had what, what has been cleaned and what is in quarantine as well as communication with relevant other staff members.</p>	<p>All relevant staff</p> <p>BC and ASC staff.</p>	<p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Updates October 2020	already above stated reasons or exceptional circumstances that may mean this has to happen.				
	Sick powder and bowls to be in all classes along with the recommended hygiene, first aid and PPE equipment.	In case a child is sick and no one but one adult is in the room, the powder can be used immediately.	Class teachers	Ongoing until further guidance	
	PPA timetable in school, teachers given a designated area to carry out their PPA due to the need to social distance.		All teachers to adhere to time and space allocated.	Ongoing until further guidance	
	Start the Day the St. Mark's Way – socially distanced exercise start to the day each day, led by ST and RC at allocated time on time table.	PHE confirmed that there is no limit on number of children you can have outside at one time and this can go ahead. Extra control measures need to be: ensuring individual exits are used to get to their designated spot on the play ground, ensure different exits are used on re entry to the building, ensure staff are vigilant when children are doing exercise in order to stay in lines and 2m apart from another bubble.	All staff	Ongoing until further guidance	
	Year group bubbles to commence from September 14 <sup>th</sup>	Communicate with staff the new time table and parents with the changes. Send updated RA to H and S, directors and LAB. Once approved, send to staff.	HT LAB Directors Staff	Ongoing until further guidance	
	Reminders to staff to not spend more than 15 minutes in a staff room, now further reminders to specify this means no longer than 15 minutes with anyone from another bubble.	HT and team leaders to challenge where this is not happening.	HT SLT Staff	Ongoing until further guidance	
	Test and Trace QR code for visitors.	Scan on entry to school.	Admin to ensure		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
November 2020 updates	Updated signage around school	Addition of more visible signage about distance, cleaning, time in a room, number of staff in a room, hand washing, Catch it, Bin it, Kill it (or similar).	Admin	Ongoing until further guidance	
	Continue with weekly safeguarding briefing that always includes Covid measure reminders.	Briefing always includes Covid measure reminders and to speak about anything they think needs attention. In addition, it has cited health and well-being support staff that staff have access to should it be needed.	HT SLT Staff		
	Staff rota looked at again to ensure staff are not crossing bubbles for any cover etc...	Staff should stick to given time table and challenge if asked to cross a bubble to provide cover.	All staff		
	Staff have option to wear masks in communal areas.		Where staff choose to		
	Kitchen hatch to remain mainly closed when children collect lunch.	Hatch open enough so children can collect their meal.	Kitchen staff SLT on duty Teachers TAs		
	Staff to work from home where they can.	PPA or any release time to be carried out at home where appropriate. If not possible, carry it out on own in school or only with other staff in bubble.	All staff		
	Limit time in school.	Only be in school when absolutely needed and not for any longer.	All staff		
All meetings to be virtual.	Where you may be at risk of spending more than 15 minutes with anyone from another bubble, ensure the meeting is booked remotely. No	All staff	Ongoing until further guidance	Ongoing until further guidance	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Regular local authority H and S visits to check site and risk assessment.</p> <p>Own cups, crockery and utensils kept for own use only.</p> <p>Continue ventilation in rooms by having windows and doors open.</p> <p>Clubs postponed until after lockdown</p> <p>P.E guidance: Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Enhanced cleaning to continue, with staff spraying and wiping touch points in communal staff toilets once used and all other communally used items (microwave, fridge etc..)</p> <p>Communal toilets to have toilet designated to a single year group only.</p>	<p>meeting in other classrooms before school or after school with people from other bubbles.</p> <p>2<sup>nd</sup> visit November, 1<sup>st</sup> visit was Sept.</p> <p>Also wash, dry and keep own with you.</p> <p>If temperature is not a workable temperature, external door can be closed. Staff, parents/carers and children told about layers.</p> <p>We were running clubs in year group bubbles. In line with guidance, we have cancelled any extra curricular clubs until lock down ends.</p> <p>P.E lead to ensure and monitor that the cleaning is in place. Staff to take responsibility for this.</p> <p>Flush handle, taps and door handles – or any touch points – to be wiped after use. Other communally used items to be sprayed and wiped after use.</p> <p>Y 5/6 toilets, one toilet labelled Y5 and other Y6. Same in Y3 and 4. Small individual toilet to be assigned to a specific year group (Y4 only)</p>	<p>LA H and S team HT</p> <p>All staff</p> <p>Staff Children Parents/carers</p> <p>Year group specific staff.</p> <p>P.E lead All staff</p> <p>All staff.</p> <p>Admin and teams to label. Teachers to tell children.</p>	<p>Half termly</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Lunch staff to ensure they always maintain a social distance when in school, this is from children and other staff.</p> <p>Ventilation. Windows in all communal spaces to be open. Windows and doors in classrooms open whenever children are not in to class (at break etc..) When children are in classes, as long as windows are open, even slightly, there is 'background ventilation'. Where possible have full ventilation, but if it is uncomfortable for staff/children (and/or) the background ventilation and open when room not occupied is sufficient.</p> <p>Ice packs for first aid. When returning to fridge/freezer, ensure they are sprayed and wiped.</p> <p>Spray/wipe phone/workspace that may be used by another person, before use.</p>	<p>Their role is to observe children eat (safeguarding). Then ask children to put plates, once eating has finished, in designated place. Then clean tables, once children have been asked to move to a safe distance. Staff can wear masks if they prefer.</p> <p>Spray and wipe before use as extra measure.</p>	<p>Lunchtime staff.</p> <p>All staff.</p> <p>All staff.</p> <p>All staff.</p>	<p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing until further guidance</p> <p>Ongoing.</p>	

	<b>Name</b>	<b>Date</b>	<b>Comments</b>
1 <sup>st</sup> review	Received from trust CEO by D.Hindson and adapted for school.	May 2020	All updates are where school practise has been evaluated or when further guidance has meant changes have to be made.
2 <sup>nd</sup> review (updates)	D. Hindson	June 2020	
3 <sup>rd</sup> review (updates)	D. Hindson	July 2020 for September re-opening	
4 <sup>th</sup> review (updates)	D. Hindson	September 2020	
5 <sup>th</sup> review (updates)	D. Hindson		
6 <sup>th</sup> review (updates)	D. Hindson	October 2020	
7 <sup>th</sup> review (updates)	D. Hindson	November 2020	
Quality assurance check by manager / line manager			

## Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**• FIVE STEPS TO SAFER WORKING TOGETHER •**

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

Risk Assessment template prepared by:

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