

**SEPTEMBER REOPENING – ALSO 8TH MARCH 2021 REOPENING
MASTER Risk Assessment**

Location / Site	Insert location and site where activity taking place
CAEDMON PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
SEPTEMBER – FULL REOPENING	
Assessment date	Insert date when assessment is being carried out
Written 16/7/20 and updated: 29/8/2020 3.9.20 7.9.20 9.9.20 9.9.20 12.10.20 2.11.20 4.1.21 24.1.21 1.2.21 1.3.21 – to be updated as required	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

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“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
Consideration of the pupils’ mental health and well being.

This risk assessment has been created alongside government coronavirus guidance and checked against the joint union document ‘*Planning Guidance for primary schools...(May 2020)*’ and NASUWT union guidance. It has been updated using the end August 2020 Government Guidance for full reopening of schools.

Red text are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom and main office/working areas of school and in meetings resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Masks should be worn by all staff in communal areas where social distancing between adults is not possible (e.g. corridors) – unless exempt. Therefore, this does not include areas such as the main hall, staff room, larger part of the main entrance unless you go into a crowded area. Staff should always strive to socially distance. If exempt, please inform the Acting HT or DHT. In the staff room, please wear a mask whilst preparing drinks and food until you sit down to eat. 2. Staff should wash their hands before and after putting on a face covering. Use gel if hand washing facilities are not available. 3. Staff to adhere to the rules in order to not become a ‘close contact of another member of staff: <ul style="list-style-type: none"> anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle 4. Adults should maintain 2 metre distance from each other and, ideally, 2m from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact with any pupil or member of staff from any distance as face-to-face interactions = close contact. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal – wearing PPE for close contact care - as advised in this risk assessment. 5. Groups should be kept apart and movement around the school site kept to a minimum – refer to staggered timetable when not in lockdown. (The change of arrangements during lockdown is for Y1/2 to enter and exit via round hall at playtimes, Y3/4 to use Y3/4 door and Y5/6 to use Y6 door). Passing briefly in the corridor, through a ‘walk through/enclosed’ classroom or playground is low risk, however, should only occur when necessary e.g. to access the playground. 6. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible – this includes playground games. (Children can play football but not tig/chasing games.) 7. Desks are arranged in front-facing rows or widely spaced horseshoe arrangements (Y1 & 2 only), enhancing safety for staff and pupils 8. Remove excess furniture to increase space 9. Children and parent spoken to re the need for social distancing (if needed) 10. Designated area for the teacher 2m distancing at front of every classroom – teachers can mark this out with tape if they wish. Teachers are responsible for making sure desks don’t creep forward into this space – check and move if this happens. 			

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11. Teacher and playground duty staff are assigned to these children and stay with these children throughout the day - *bubble*.
12. Children stay in their year group bubble for all of the day and not mix with other bubbles. For this reason, there will be no after school clubs and there will be no breakfast club.
13. Lunchboxes kept separately from each other in a suitable area of the classroom e.g. near the sink space.
14. Year 3 - 6 pupils are sitting back-to-back and side-to-side in classrooms, not facing each other. This is not possible for Reception pupils. Year 1&2 are sitting in a widely spaced horseshoe arrangement. Y2 may choose to sit in rows depending on the classroom size.
15. EYFS - Staff allowed to stay at adult height – no requirement for getting to child level for interactions
16. EYFS - Interactions carried out, where possible, from a distance
17. Ventilation is needed – open windows – in all working areas of school. Classroom doors should be wedged open if possible. Children can wear coats in class if necessary. Staff to note if classrooms become very hot with heaters on – staff must open more windows, turn heaters off and using corridor ventilation if needed.
18. Air conditioning can now be used if needed. Ventilation can be used if preferred.
19. All Meetings with 4 or more staff should be held remotely. In smaller meetings of 2-3 staff, social distancing must be adhered to and a large space used – such as the Round Hall or large classroom using the SMART board as a shared screen. No large gatherings or meetings allowed. Gatherings can occur as people move between rooms and conversations start – this must be avoided – please move back to own areas if this happens.
20. Staff from different bubbles should maintain a 2m+ distance and any conversations must be brief and necessary.
21. Staff from the same bubble should not work in the same room for ‘company’ – this should only be done for ‘necessity’ e.g. helping with technical issues or preparing planning that has to be looked at and discussed and this cannot be done via Microsoft Teams.
22. Office staff have a plastic screen fitted between desks.
23. A large plexi-glass screen has been fitted in the main reception for any interaction between visitors.
24. Visitors, including parents and carers, are not allowed in the office area unless it is an emergency situation. This still applies during lockdown even though school is quieter. Parents and carers dropping things off, will be asked (from the doorway) to remain 2m away and put the items on the path. The items will then be handled by office staff – wearing gloves – and sprayed before being delivered to pupils. Visitors will be allowed in for an emergency e.g pupil medical situation. They will be expected to wear a mask and remain in the reception area/visitor area.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets, and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
		<ol style="list-style-type: none"> 1. A maximum of one boy and one girl allowed to go to the toilet at a time. 2. Allocated toilets for different bubbles of children – where possible 3. EYFS staff will monitor use of toilets 4. Extra Signs in toilets re washing hands 5. Extra soap, toilet paper and hand gel ordered to ensure we do not run out 6. Hand driers will be reconnected as they are now allowed. 7. Reminder at the start of the day about the importance of handwashing (and that hands must be washed for at least 20 seconds) – SMART notebook 	
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter school and classroom in the morning and at the end of the school day resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Instructions shared/letter to parents re social distancing between families in the morning with parents and children – only one adult allowed per child 2. Allocated gate, and door, for each Year Group – for parents to arrive and leave from (only one gate for KS1 &2 during lockdown). 3. Markers sprayed 1m apart on the playground and pathways for social distancing/ lining up 4. For Nursery children, 2m markers between the Nursery gate and Nursery door for the children and parents to wait 5. Parents will not be allowed into the office unless in an emergency – any discussions by telephone appointment only. This also applies during lockdown. 6. Any additional staff will also be on duty to supervise 7. Staggered drop off and pick up times for different year groups (not applicable during lockdown – all at the same time). 8. Staff and pupils will be reminded of social distancing rules throughout the day if needed. 9. Staff and parents to wear masks on playground before and after school. 10. EYFS staff will wear gloves at pick up and drop off time in order to take items from parents. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area (during lockdown, playtimes are not staggered, but pupils from different bubbles play in different zones). 2. Playtime staff (2 members of staff) will supervise the pupils from a safe social distance. 3. Playtime equipment – log trail etc used for a full week on a rota basis – allocated to a particular bubble each week. 4. Each bubble will be allocated a box of playtime equipment – if requested by staff. This must be sprayed after use. 5. EYFS - Reduced playtime equipment – hard surfaces and can be easily cleaned. These will be organised into boxes – one for each bubble. 6. In the event of a wet break time/lunchtime, a DVD will be played in the classroom, reading or colouring in etc, with each class supervised by a duty member of staff from the bubble. Y5 will go to the Round Hall via the outside door (the door will be opened by a TA from the inside). 7. Staff supervision throughout – actively encouraging and insisting on social distancing – games that involve contact (such as ‘tigs’ are not allowed) or holding hands, putting arms around each other etc. 8. Reading Hut windows to be opened when in use. 9. Staff and pupils will be reminded of social distancing rules throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children are on a rota: younger children in bubbles eat in the hall; older children in bubbles eat in their classrooms at their desks. During lockdown, all pupils eat in their bubble classroom. 2. In the hall, children ideally should not face each other. Due to the shape of the tables, the safest way for them to sit is spaced out around the table in a cross formation. 3. Between sittings, the tables and chairs will be sprayed and wiped. 4. Y4-6 pupils will collect hot dinners on a tray from the canteen. They will be supervised 			

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when carrying them through the corridor to their classroom. They will eat in their classroom. Staff will identify children who they feel will be unable to safely carry a tray. A trolley will be used for these children’s trays – pushed by a staff member.

5. Each year group will use an allocated door to access the playground – see lunch plan.
6. Staff lunch breaks (see green section ‘Emotional distress of the staff including anxiety’).

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying within their year group bubbles, accessing the outdoor areas from the specified door (see rotas – different rota during lockdown). 2. Staggered start and end of the day timings for every year group (including doors as above) – not applicable during lockdown due to low pupil numbers. 3. One child going to toilet at one time . 4. Office staff member to check for any messages each morning – stay at classroom door/not to enter classrooms. 5. One-way system is not possible. If two people or classes do meet in a corridor, in the hall etc, everyone keeps to their left. If there is not room to pass safely (1m) someone will have to move back. One class may need to find another route. 6. It is not allowed for one person, or group/class to cross through another bubble/classroom. This means that staff will need to remain at the door. For Year 3, these groups will have to pass through Y4 to go to the toilet, cloakroom and for playtimes etc. 7. Signpost non-corridor classrooms with ‘no entry unless in the case of a fire’ e.g. Y3. 8. Pupils will only move around school when going to a streamed class, to the toilet, at playtime or when arriving at or leaving school 9. Staff not to travel unnecessarily around the building – preparation to be done before 8.30am. 10. Staff to wear masks in corridors and communal areas of school where social distancing is not possible – see section 1 above – unless exempt. 11. Agree instructions with children concerning going and returning to toilet – Y1 - 6 children to come back/wait outside in the corridor if someone else is in the toilet. Reception children do not need to go in corridors to visit the toilet. 12. Classroom doors will be propped open for ventilation. External doors will not be propped open unless they open onto an internal courtyard. (Air conditioning can be used if needed.) Fire doors are fitted with smoke sensitive door stops and can therefore be propped open at all times. They will automatically close in the event of a fire. 13. The Year 2 classrooms (Miss Collis’ and Miss Cumming’s rooms) do not have a main window. The skylight window must be opened (unless raining) and the classroom door wedged open for ventilation – the courtyard door in the corridor can be opened for ventilation. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Pupils will bring own water bottles and lunch boxes. 2. Reading records will be checked by support staff using a system that avoids standing in the classroom area. 3. Reading books will be quarantined for 48 hours when returned to school. 4. No toys or equipment to be brought to school from home. Birthday cakes to share with the class will not be accepted (or other treats). 5. EYFS snack fruit to be washed before consumption – and handed out by a member of staff onto a collection station where pupils will be sent one at a time to collect their fruit 6. Children will each have their own set of stationary. 7. Where possible, teacher to hand out resources onto desks before the start of the session (e.g. before playtime session, after playtime session, afternoon session). 8. Marking – teachers will discuss answers, where possible, and children will mark these answers themselves. (Seesaw will be used during lockdown.) 9. Tubs of resources for individuals if needed – crayons etc. 10. PE resources will be boxed – per year group to avoid cross-contamination. All equipment will be sprayed/cleaned by the class teacher after use. 11. EYFS - shared resources washed in sterilising fluid if a child put them in their mouth or sneeze/cough on to the resources. These will then be put aside in a box and quarantined for three days. 12. Soft toys removed from the classroom 13. Bean Bags in reading areas used on a rota basis – one group per week. These will be sprayed at the end of each week by cleaning staff. 14. EYFS- role-play costumes will be washed in the school washing machine at the end of each day and placed back into the classroom once dry. 15. EYFS-Nativity figures / puppets at other times of the year etc will be sprayed each night. 16. EYFS - Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day 17. Tables, door handles and other surfaces cleaned daily by the cleaning staff. Additional cleaning equipment (antibacterial spray and disposable towel) available to all teaching staff to use when deemed appropriate. 18. Children to wash hands before lessons, after playtime, before lunch and before going home, for at least 20 seconds. Soap is better than hand gel. 19. Signing in iPad to be replaced with a photograph sign-in system. 20. Staff to be mindful of hygiene procedures at all times. 21. PE Kits will be hung on pegs in own bags. 22. Headphones are used in some classes when pupils are using iPads. Headphones are allocated to pupils who attend every day and they keep their own headphones in their own work pack. 			

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For children who attend on some days, not others, their headphones must be wiped with anti-viral wipes (thoroughly) then quarantined for a period of 72 hours (3 full days) to be used by any pupil from the 4th day. Each pair of headphones must be placed in a separate ‘zip-lock’ bag once cleaned and a post-it/or a note placed inside the bag, stating the DATE placed in the bag and stating which day is DAY 4– they can be used 4 days later (following 3 full days of quarantine). Bags are placed in a box on the teacher’s desk so that they can be located easily.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. At least one member of support staff per bubble, able to support with emotional issues as needed. 2. Small number of staff per bubble will help relationships to develop. 3. Zero tolerance approach to non-compliance of safety measures. Behaviour Policy addendum in place. 4. Behaviour SMART notebook each day to remind children of the expectations – may be needed more than once with some year groups. 5. Wellbeing action plan and additional PSHE lessons and mindfulness activity each day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Thermometer available to allow staff to check their temperature as they arrive on site. If any member of staff presents a temperature of 37.5+ degrees, they will need to follow self-isolation procedures. 2. The ‘bubbles’ will be kept to one or two year groups, enhancing safety for staff and pupils 3. Online support – staff insurance providers online wellbeing options 4. Staff wellbeing survey (overseen by DHT) – optional to return and can be completed as often as staff wish 5. Risk assessments reviewed when the need arises after that – this is flexible and will take note of government guidance 6. Staffroom: limit to 6 people at any one time. 7. All staff allocated a 30-minute lunch break. 8. Lockers – used for storing own cup and spoon. 9. Microwave can be used but must be cleaned after use 10. Drinks: the hot water boiler is available in the staff room and 3 sets of wipes – only 1 person in the kitchen at one time. If wipes are not there, ask office staff for more. Staff may use this to make hot drinks – must provide own mug and spoon and keep these in lockers. Tea towels are not available – use paper towels. Staff must clean all handles after use e.g. fridge, tap, 			

kettle handles.

Staff are alternatively allowed to bring own drinks to school e.g. flask of tea or coffee, bottled cold drinks. Hot drinks can only be consumed in the staff room.

11. Food: all staff to store food in own cool bag or lunch box.
12. If staff are struggling emotionally or have any welfare concerns, please speak to either their Team Leader or DHT, HOS, HT for support.
13. Clinically vulnerable staff to work in roles that allow for social distancing and follow the protective measures on this risk assessment.
14. Personal risk assessment completed for all clinically vulnerable staff.
15. If staff feel unwell at any time, they will inform another member of the team and checks will be carried out accordingly.
16. Office staff will explain school procedures to any supply teachers, peripatetic teachers and other temporary staff. (These staff are allowed to move between schools.) They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual (during lockdown, this is only for pupils who are attending school).
17. Staff are offered Lateral Flow Covid Testing twice per week. (Follow guidance if a positive test is received). All test results to be reported to School Business Manager and NHS/Gov.uk.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Covid Isolation register kept by office staff and shared with all staff daily/whenever updated – keeping track of those pupils who should be self-isolating.
2. Children with care plan – check staff are still happy to volunteer. If not, parents will have to come in to perform care role.
3. Children who require medicine – a decision will be made as to whether children can administer this themselves, with some support. Parents may be asked to come into school. This will be assessed on a case-by-case basis.
4. Full PPE: staff masks, gloves, aprons and visors are in all First Aid kits. A visor **and** a mask must be worn.
5. Yellow clinical waste bags in each classroom for any first aid waste e.g. wipes, plasters, used PPE. Clinical waste must be double-bagged and put in the clinical waste bin (if used) at the end of the day – or sooner depending on the contents – key in main office – to be labelled ‘do not place in bin until 72 hours after use – please add the date to your note. The bag will then be placed in the Caretaker’s store until 72 hours have elapsed. If clinical waste is NOT coronavirus related e.g. it is from changing a nappy, normal first aid etc the bag can be put

- straight in the Clinical Waste bin (do not wait 72 hours).
6. All staff will watch a PPE training video – donning and doffing PPE.
https://www.youtube.com/watch?v=-GncQ_ed-9w
 7. Cleaning of masks and shields after use.
 8. Hands washed before and after using PPE.
 9. PPE to be worn **before** dealing with a child. (In emergency situations, the staff member is to use their own discretion when deciding whether or not to use PPE.)
 10. If a child is suspected of having coronavirus, a staff member will be allocated to put on full PPE and take the child to the small room adjacent to the main office area. The child will sit in the room with the door propped open whilst the staff member remains in the corridor. Parents will be contacted. This room will then need a deep clean – Nicola to be informed.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Teaching Assistants to check soap availability daily (in toilets and sink areas). Collect more from school office when needed.
2. All hand driers to be reconnected.
3. Hand gel dispenser at visitor entrance
4. Hand gel in every classroom. Collect more from school office when needed.
5. Lidded bins in each classroom – emptied daily.
6. Tissues available in every classroom. Collect more from school office when needed.
7. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze, for 20 seconds
8. If one child needs to leave the room e.g. to go to the toilet, the teacher will advise them on the safest route and will supervise this to adhere as best as possible to social distancing.
9. Washing hands posters replaced in all washing areas
10. Reminders how to wash hands properly, flush toilet, dispose of tissues etc.– videos and posters, SMART notebook
11. Reminders how to cough safely (into your elbow) and sneeze in a tissue followed by binning it and washing hands for 20 seconds, SMART notebook
12. Children reminded not to touch their faces, SMART notebook
13. Procedure agreed for children to wash hands thoroughly, for at least 20 seconds
14. Posters from Annex C of government ‘Planning for Primary Schools’ guidance will be displayed accordingly in every classroom (on the Information board), at the main entrance/main office, staffroom and in toilets.
15. If a pupil soils themselves, a staff member will wear full PPE to change them.
16. If a pupil needs medication administering, this will be assessed on a case by case basis and close contact will not be allowed unless it is a medical emergency (children can self-

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administer whilst supervised or parents to administer, when staff administer medicine they will wear PPE as appropriate)

17. If a pupil requires first aid or any close contact such as support if injured, full PPE to be worn. PPE to be doubled bagged in clinical waste after use, hands washed thoroughly. Clinical waste must be then labelled 'do not dispose of until 72 hours after use' and put it next to the clinical waste bin.. If clinical waste is NOT coronavirus related e.g. it is from changing a nappy, normal first aid etc the bag can be put straight in the Clinical Waste bin (do not wait 72 hours).

18. Sun cream applied at home/children apply themselves, limited amount of time spent outside

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to cleaning procedures resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Each classroom/area will have cleaning spray and disposable roll available, which will be stored away from pupils, and at a height, and used throughout the day for hygiene measures. Collect more from school office when needed. 2. Photocopiers, door handles, surfaces, computers (including mouse and key board), light switches, telephones, chairs, shared learning resources/toys, specialist equipment for SEND pupils, toilets and handles, sinks, taps, coat pegs and other areas touched regularly will be cleaned each day with additional hygiene measures throughout the day if necessary - cleaning staff employed overtime mid-day to clean all high-touch points. 3. If a pupil coughs or sneezes, an adult will spray the area and wipe carefully, disposing of the paper roll in a lidded bin – staff will wear gloves when doing this. 4. Deep cleaning company on standby for any situations where this is required – notify Business Manager, DHT or Acting HT. 5. Masks will be worn by all cleaning staff – unless exempt. 6. In EYFS, shared resources washed in sterilising fluid if a child put them in their mouth or sneeze/cough on to the resources. These will then be put aside in a box and quarantined for three days (72 hours). 7. EYFS- role-play costumes will be washed in the school washing machine at the end of each day and placed back into the classroom once dry. 8. EYFS-Nativity figures / puppets at other times of the year will be sprayed each night. 9. Soft / cloth toys removed from use in classrooms 10. If a symptomatic person is within the school, staff will follow the Coronavirus case flowchart: ‘Dealing with a Suspected Case of Covid-19’ most recent version – November 2020) – informing their line manager and office staff. Acting HT, DHT and office staff have a paper copy. This is also saved on Staff Shared and is on the school website. 11. Plexiglass screens to be cleaned daily. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically vulnerable will work in roles where they are able to social distance. A personal risk assessment will be conducted. 2. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to all risk assessments. 3. Paediatric First Aiders always on site. 4. First aid kits (as appropriate) updated to include: visors, face masks and shields, rubber gloves, aprons, hand sanitisers. 5. Staff to keep 2m distance from each other at all times. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of site being unsafe & travelling to and from work			

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Car Share situations – all people in the car must wear masks. Sit as far apart as possible – e.g. passenger in the back (left side away from driver). Any staff car sharing must be advised that they will be classed as ‘close contacts’ and would both have to self-isolate if one person developed symptoms or tested positive. • No large gatherings: e.g. no assemblies; lunch served in each classroom individually for some children – therefore a limit is in place for the lunch hall (only in year group bubbles) and not during lockdown. • Letter to parents informing them of the expectations regarding drop-off, pick-up, meetings with teachers (by phone), office minimise visits. Parents will be updated as necessary. • Visitors to school, e.g. Speech and Language Therapists, will be guided by office staff 			

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at a 2m distance and will use hand-gel (unless they are working with children and this will be from a 2m distance). Visitors must wear masks unless exempt.

- Signage for visitors.
- Essential visits only.
- Active engagement with NHS Test and Trace.
- Any outbreaks of Covid-19 will be dealt with following local health protection team advice including whole bubbles isolating.
- Staff who have any concerns relating to incidents during the day to verbally inform the DHT or Acting HT immediately.
- DHT, Acting HT to follow the Covid Case Flowchart when dealing with any suspected cases of Covid-19.
- Office staff have a plastic screen fitted between desks and in the main reception for any interactions with visitors. Visitors are not allowed in school unless during an emergency e.g. critical medical incident with their child.
- Waiting room chairs removed.
- Maintenance staff to be briefed before being allowed on site.
- Site inspection before reopening in September.
- Health and Safety check by Redcar and Cleveland Borough Council and all risk assessments were signed off before school reopened in June and again in September. Health and Safety inspection due January / February 2021.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
<p>We have endeavoured to minimise risk through controlled measures where possible. Due to fact this risk assessment is for a pandemic, there is still a significant element of the unknown, which means that some areas of risk remain medium despite measures.</p>	

Name of assessors	Signature of assessors	Date
Sarah Hill P Wiley		01.03.2021