

# Significant Findings of Risk Assessment



<b>Site / Premises: Sparkenhoe Primary</b>		<b>Assessment Carried Out By</b>	
<b>Department:</b> Education		<b>Name: Melanie Thorpe /Rhian Jones</b>	<b>Date Carried Out or Reviewed</b>
<b>Activity / Process:</b>		<b>Signature:</b>	20 – 5 -20
<ul style="list-style-type: none"> <li>• Teaching</li> <li>• Admin</li> <li>• Premises</li> <li>• Contractors</li> </ul>		<b>Responsible Manager</b>	29.5.20 RJ
All school activities during COVID 19 outbreak – <b>For the return to school in September 2020</b>		<b>Name: Rhian Jones</b>	12 <sup>th</sup> August 2020 M Thorpe
<ul style="list-style-type: none"> <li>• <b>During this evolving situation government guidance given in the web links provided will be monitored and followed.</b></li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>		<b>Signature:</b>	18 <sup>th</sup> August 2020 R Jones
			8 <sup>th</sup> September 2020
<b>Risk Rating.</b> The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.			
<b>Covid-19 is a newly discovered infectious disease which has caused a global pandemic.</b> <b>Main symptoms include but are not limited to: Fever, new continuous cough, loss of smell and taste. This risk assessment is very much a live document and has been adapted accordingly, aligning with advice given from central/local government (CG/LG) and Public Health England (PHE).</b>			
<b>General Principles of Control</b>	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> <li>1. Avoiding contact with those who have symptoms.</li> <li>2. Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>3. Regular Cleaning of settings.</li> <li>4. Minimising contact &amp; mixing.</li> </ol> Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance.	

What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.
			Likelihood	Impact / Severity	Risk Rating Score	
<b>Catching or Spreading COVID 19</b>  Exposure from others due to:  1) Living with someone with a confirmed case of COVID-19.  2) Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.  It should be noted that not all individuals will show symptoms, there may be individuals who are carriers and will go under the radar.	Staff, Pupils, Visitors	<p>All staff are aware of social distancing rules (See below for class/group arrangements)</p> <p>Staff arrive via staff entrances and use the hand sanitiser stations located next to the doors before entering the building. Staff will wash their hands with soap and water regularly throughout the day.</p> <p>Staff will promote good hand washing with pupils by using the e- bug and handwashing signs in all washroom areas which are appropriate for age group</p> <p>Tissues provided for staff and all children in all rooms along with bins for their disposal. Teachers will place tissues on pupil's desks.</p> <p>Staff will promote coughing or sneezing into the crook of their elbow if tissues not available. Staff will ensure hands are washed after putting used tissue in bin or coughing or sneezing into the crook of their arm.</p> <p>All staff will promote catch, kill it bin it. Signs are placed around the school.</p> <p>Staff aware not to touch their eyes, nose or mouth if their hands are not clean. Children will be reminded to try not to touch.</p> <p>Staff aware that any contact with personnel suspected of having Covid – 19 must be avoided.</p> <p>Headteacher/ Senco will review existing individual Risk Assessments for SEN children.</p>	3	3	9	<p>All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher.</p> <p>Monitored by Head Teacher / SLT, Premises officers, Site Manager</p> <p>Monitored by Head teacher , SLT and teaching staff</p> <p>Stock levels monitored by Site manager and replaced by premises staff when needed</p> <p>Monitored by Head teacher , SLT and teaching staff</p> <p>Implemented by Head Teacher by induction, tool box talks and signs.</p> <p>Monitored by head teacher / SENCO/SLT</p>

		<p>All staff and pupils will follow the good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Mobile Sanitiser stands are available in the morning in main playgrounds for each year group to sanitise hands before entering the building.</p> <p>Washbasins in all toilets will be monitored by staff to ensure all pupils wash their hands for 20 seconds after using the WC and paper towels are put in the bin provided.</p> <p>External wash stations have been installed for pupils and staff to wash hands after breaks, before lunch &amp; after lunch.</p> <p>Pupils are monitored at wash stations to ensure correct handwashing procedure is adhered too.</p> <p>Clear signage and information is displayed around the school reminding all of social distancing, good hygiene and handwashing. Signs are child friendly to ensure they understand.</p> <p>Headteacher will inform all staff of this Risk Assessment via email and will be communicated to all staff before group inductions to give staff time to question anything on this risk assessment. The group sessions will be held adhering to social distancing.</p> <p>Records are kept of all staff, classes, groups, visitors and their close contacts should they be needed for the local public health team</p> <p>Any staff with concerns can contact Amica (poster in staff room with telephone Number) and speak to the Headteacher who can refer staff to occupational health services to provide support as necessary.</p>				<p>Monitored by Head teacher / SLT, All Staff</p> <p>Implemented by Head Teacher and stock levels monitored by Premises officers / site manager and orders by placed by site manager. Replenished by Premises Staff when needed. Washbasins and toilets wiped every hour.</p> <p>Signage monitored by site Manager/ Premises and replaced when necessary</p> <p>Monitored by Head Teacher</p> <p>Monitored by Head Teacher/ SLT and Site Manager</p> <p>Implemented by Head Teacher</p>
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		<p>Head teacher monitors Government guidelines on Clinically Extremely Vulnerable &amp; Clinically Vulnerable staff and pupils. (including Pregnancy)</p> <p>Frequent and thorough hand washing is carried out by all persons throughout the day (with soap for 20 seconds), including before &amp; after eating, after sneezing &amp; coughing or using tissues. Hands are then dried using disposable towels etc, which are disposed of into the bins provided.</p> <p>Lessons and games will be used to give younger children and SEN pupils additional support and encouragement with hand washing and using tissues.</p> <p>Only essential visitors allowed onsite and only if approved by head teacher. Log kept to ensure there is a record of how many people are on site. Visitors must adhere to 2 m social distancing. Visitors must wear face coverings when entering the premises. Visitors who are not booked in are to be turned away. Visitors will sanitise their hands upon entry and when leaving.</p> <p>All existing individual Risk Assessments(disability, pupils or new expectant mothers will be reviewed following CG/PHE guide lines</p> <p>Good respiratory hygiene and skin cleaning measures are promoted by posters, verbally and at tool box talks and by teachers encouraging and teaching pupils.</p> <p>Stock levels are kept up to date for replacements. Areas cleaned daily with an hourly regime for touched areas.</p>				<p>Head Teacher/SLT and site manager monitor government guidelines on any changes</p> <p>Head Teacher / SLT / all staff implement and monitor</p> <p>Head Teacher/SENCO/class based staff Implement</p> <p>Monitored by Head Teacher / SLT and office staff</p> <p>Monitored by Headteacher/SENCO/SLT</p> <p>Monitored by all Staff</p> <p>Monitored by Site Manager / premises officers, Stock levels are monitored and new stock ordered. Should it be hard to get hold of refills, bottles of soap are in stock if needed.</p>
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		<p>Bins are placed all around all buildings.</p> <p>PPE is available at school, i.e, gloves, disposable aprons, masks and visors. Staff shown how to correctly wear them and how to dispose of safely.</p> <p>Clear signage and information displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will also be easily understandable to small children.</p> <p>All staff informed that they have to inform head teacher immediately if a person living with them is self-isolating, and they are to stay at home for 14 days as per government guidance. Staff informed that people who live with them should have a test if symptomatic. If test is negative staff member can return.</p> <p>Staff are informed to try and avoid working with paper/other materials that are to be shared. Equipment needs to be cleaned after use. Photocopying should be sent electronically whenever possible to reduce contact with buttons. If photocopying machine is used it must be wiped before and after and hands sanitised or washed after use.</p> <p>Visitors must sanitise hands before using the touch screen sign in system and hands must be washed or sanitised after. The screen must be wiped afterwards.</p> <p>SEN Coordinator will complete a Risk Assessment for safety measures for members of staff working one to one with pupils as part of each identified pupil's individual risk assessment.</p>				<p>Stock levels monitored by Site Manager. All staff informed at induction and signs showing the correct procedure for use of PPE displayed in Rooms and Adult wash areas</p> <p>Monitored for deterioration and replace and replaced by premises officers / Site Manager Monitored by Site Manager/Premises staff</p> <p>Implemented by Headteacher. Monitored by Headteacher/SLT.</p> <p>Monitored by all Staff and implemented</p> <p>Monitored by Head Teacher /SLT/Office staff/Site Manager Monitored by Headteacher/SLT/admin. Screen will be wiped by a member of admin team after admitting a visitor to the school.</p> <p>Monitored by Headteacher/SENCO/SLT</p>
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		<p>All employees have access to support services (occupational health/Amica) and have been provided with mental health information via email with this Risk Assessment</p> <p>Staff will inform Head teacher if they feel control measures in place are insufficient for their personal circumstances. An individual Risk Assessment will be completed for the member of staff</p> <p>Staff who are living with a person in a shielding category. Head teacher has notified staff members of the stringent Covid – 19 control measures in place. Staff must request an individual risk assessment if they feel the measures in place are insufficient for their individual circumstances.</p> <p>Managers/SLT will keep in regular contact with and monitor the wellbeing of staff not currently working onsite.</p> <p>Clinically Extremely Vulnerable &amp; Clinically Vulnerable Staff (including Pregnancy) From 23<sup>rd</sup> September it is envisaged these Staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any</p>				<p>Informed by Inductions and email by Head Teacher Headteacher/SLT to support referral to appropriate services where relevant.</p> <p>Monitored by All staff onsite. Implemented by Head teacher/SLT</p> <p>Informed and implemented by Headteacher. Additional guidance published by local authority pertaining to local circumstances will be adhered to. External advice will be sought where appropriate.</p> <p>Implemented by Headteacher.</p> <p>Headteacher/SLT to monitor Government guidelines related to shielding in local lockdown area. Seek external advice regarding individual circumstances as appropriate.</p> <p>Additional guidance published by local authority pertaining to local circumstances will be adhered to. External advice will be sought where appropriate.</p> <p>For extremely clinically vulnerable staff an individual risk assessment will be completed when shielding ends in Leicester. Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p> <p>For clinically vulnerable staff an individual risk assessment will be completed. Where there are no</p>
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		<p>potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p>Although persons from the Black, Asian &amp; Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p>				<p>further measures that can be implemented and no option for home working then external advice will be sort.</p> <p>Headteacher/SLT to monitor Government guidelines related to shielding in local lockdown area. For children unable to return to school, remote learning will continue.</p> <p>Any staff who feel the measures in place are not sufficient must request an individual risk assessment. Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p> <p>Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p>
<b>Suspected case whilst working on site or Positive Viral Test Result</b>	Staff, Pupils, Visitors	<p>All staff informed of symptoms and procedures by induction and information displayed as per Government/PHE guidelines</p> <p>Staff onsite will inform Headteacher/SLT if they have developed symptoms and will immediately go home and self – isolate for 10 days. Their household should self-isolate for 14 days.</p> <p>Staff must inform Headteacher/SLT if a pupil onsite has suspected symptoms of Covid-19. The pupil must be taken to the Deputy Head's office to isolate until parents arrive. Parents must be told to arrange a test.</p> <p>Staff must book and have a test. Staff will inform Head teacher of the result. If negative then staff member can return to work and household members can end their self-isolation.</p>	3	3	9	<p>Implemented by Head teacher/SLT and Site Manager. Guidelines monitored and if there are any changes, staff to be informed via email, verbally and information displayed</p> <p>Head Teacher / SLT authorise for staff member/pupil to come back to work Areas will be deep cleaned if nothing has been touched. If touched the area will be closed off for 72 hours and then deep cleaned. Rubbish will be</p>



		<p>If a staff member tests positive they will inform the school immediately and will self – isolate for 10 days or (longer if the high temperature symptom continues)</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19</p> <p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test &amp; Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p>				<p>double bagged in a bin liner and left for 72 hours and then will be disposed of in general waste as per Government/PHE Guidelines.</p> <p>Head Teacher monitors and implements</p> <p>Head Teacher / SLT monitors</p>
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		<ul style="list-style-type: none"> <li>•Notify the Headteacher immediately.</li> <li>•Avoid touching anything.</li> <li>•Go home immediately (Children accompanied by their parent, etc).</li> <li>•All other persons are to maintain a safe distance from affected individual.</li> <li>•If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>•Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.</li> <li>•They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>•A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</li> </ul> <p>The possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate.</p> <p>Head teacher will note all persons who the affected person has been in direct contact with</p> <p>Face to Face</p> <p>for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin to skin this includes exposure within 1 metre for 1 minute or longer.</p> <p>Proximity Contacts:</p> <p>Extended close contact (within 2m for more than 15 minutes ) with a case</p>				<p>Area will be deep cleaned if areas have not been touched. If touched the area will be closed off for 72 hours and then a deep clean as per . Rubbish will be double bagged in a bin liner and left for 72 hours and then will be disposed of in general waste Government/PHE guidelines</p>
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		<p>A person who has travelled in a small vehicle with someone who has tested positive for COVID – 19 or in a large vehicle or plane with someone who has tested positive for COVID 19 Head teacher will inform them that they need to self-isolate and arrange a test as per Government / Public health guidelines</p> <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>				<p>Headteacher/SLT to make decision regarding adult supervision dependent on age of child and location.</p> <p>Children in Gopsall will be taken to the Gopsall office. Staff can remain outside the closed door and monitor through glass. Children in Saxby will be taken to the Deputy Head's office and will be supervised at all times by an adult who will sit 2 m apart.</p> <p>Implemented by Head teacher</p>
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		Tissues used will be double bagged in a bin liner and left for 72 hours and premises officer will put the bag in a store room and then dispose in general waste. Teacher will tell pupil if you needs to cough or sneeze into the crook of their elbow				
<b>Travel off site</b>	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Head teacher will authorise if there needs to be travel for staff beyond travelling to school, e.g a home visit. Staff members must keep in line with the 2 meter social distance rule and mask to be worn.</p> <p>All staff must implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>School will ensure from the company that any buses are cleaned before and after use if buses are required.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>Staff aware to limit their use of public transport and car sharing.</p>	3	2	6	<p>Monitored by Head teacher / SLT and staff informed at induction</p> <p>If external trips take place staff must ensure Covid-19 safety requirements are assessed before confirming and this must be explicit in the additional risk assessment.</p> <p>External Visits,</p> <ul style="list-style-type: none"> <li>The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits.</li> <li>No overnight or overseas visits are to be undertaken.</li> </ul>

		<p>If car sharing is the only option available then passengers must wear a face covering (unless exempt) and windows should be open.</p> <p>All staff aware when coming onto site after any journey they are to wash their hands.</p> <p>If public transport is the only suitable method of transport, all current guidelines must be followed. Face covering should be worn, maintain social distancing, avoid physical contact.</p>				Monitored by Head teacher / SLT and staff informed at induction
<b>Contamination during Access to &amp; egress from site</b>	Staff, Pupils, Visitors	<p>All Staff will enter via the staff entrance (Yr 2 cloakroom) or main front door and sanitise their hands at sanitiser stands located inside the entrance doors or wash hands in staff toilet or medical room.</p> <p>Staff will wash their hands before leaving site via washroom / class sink and leave by the Y2 external door or front entrance. Exit doors will be propped open for staff arrival at set times and then closed where security and safety is not compromised. Staff must practice social distancing when waiting to enter and leave and when waiting to use hand washing facilities.</p> <p>All staff using the car park must ensure that social distancing is adhered to at all times when arriving and leaving.</p> <p>Social distance two metres markings on pavements and path leading to entry doors.</p> <p>LCC are putting social distance markings outside school grounds on path ways leading to the entry gates to school grounds for parents and pupils.</p> <p>Where face masks are worn by staff for travel, these must be taken off safely and disposed of in the outside bin or bin in foyer. Hands must be washed after. Non disposable masks must be stored in a plastic, sealed bag and hands washed.</p> <p>Where children arrive wearing face masks, the parent must remove it.</p>	2	2	6	<p>Implemented by Head teacher by email and induction and regular reminders</p> <p>Due to be completed before the school opens 1<sup>st</sup> September</p> <p>Monitored by Headteacher/SLT/staff</p>

		<p>Staff members will be situated in the playground for parents and pupils to arrive via the double gates on Sparkenhoe Street.</p> <p>F2, Year 1 and Year 2 classes will arrive between 8.30 and 8.45 am and leave between 3.00 and 3.15 pm. Year 3 and 4 will arrive between 8.45 and 9.00 am and leave between 3.15 and 3.30 pm.</p> <p>In Gopsall, Year 5 will arrive between 8.30 and 8.45 am and leave between 3.00 and 3.15 pm. Year 6 will arrive between 8.45 and 9.00 am and leave between 3.15 and 3.30 pm.</p> <p>Each class will have a set place in the playground to line up. Each year group will be at least 2 m from other year groups. The classes will line up behind a white line which parents will not be able to cross. Parents will take their child to the teacher who will direct the child to line up. F2 children will be dropped at the top of the F2 playground steps. The children will gather on the steps and be taken into the classroom in small groups.</p> <p>In Gopsall, children will be dropped at the gate. Parents must practice social distancing while waiting to drop off children.</p> <p>Parents will leave via the exit gate on Highfield Street. All pupils will use the hand sanitiser stands situated outside or at their year entrance door before entering the building or wash hands outside, in their cloakroom or classroom. This will be monitored by staff members.</p> <p>Staff will bring their Year groups out at their allocated times and children will be collected from</p>				<p>Monitored and overseen by designated staff/ head teacher / SLT/Site Manager</p> <p>Alternative wipes will be provided for use by pupils with allergies or sensitive skin.</p>
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		<p>the playground. Parents must keep in line with the social distance rule.</p> <p>All pupils will wash their hands in the external wash station located outside or in washrooms or classrooms. This will be monitored by a staff member to ensure the 20 second rule is complied with.</p> <p>Parents must wait in front of the line and teachers will direct children to go to their parent. F2 parents must wait at the top of the steps and stay 2 m apart. Staff will bring children from the classroom door to the parent.</p> <p>In Gopsall, parents must wait in the street outside the gate and children will be sent to them Children who go home on their own will exit from the door that leads directly to Gopsall Street.</p> <p>Parents must not gather outside the school gates.</p> <p><b>Nursery</b> Parents and pupils will enter via their own entrance on Sparkenhoe Street and the gate will be propped open for parents to hand their child over to a member of staff at the Nursery door. Staff members will keep within the social distance rule. Parents must keep within the social distance rule and may have to wait in the Nursery playground to drop off children and then to leave. The gate will be closed at 8.45 am.</p> <p>All pupils will wash their hands for 20 seconds in their washroom monitored by staff.</p> <p>Line markings every 2 meters to the main office entrance will be at the point down on the ramp leading to the main door. A line will be marked for waiting until a person has left the foyer and exit will be down the steps ensuring the 2 meter rule is kept. This will follow through the whole school.</p>				Monitored and overseen by Head Teacher / SLT/designated staff/Site Manager
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		<p>Hourly cleaning is in place for touch points</p> <p>Only one parent is allowed to access the school for business connected with the education of their child. Parents must book via telephone or email. This will be through the main office or through SLT.</p> <p>Parents must wear a face covering if coming into the school for any reason.</p> <p>Meetings with parents in school must only be booked if absolutely necessary. In the case of these, only one parent can attend.</p> <p>Parents must sanitise their hands at the hand sanitiser station in the foyer when entering the school and leaving.</p> <p>Parents who bring their child to the main entrance because they are late must wear a face covering to bring the child inside and sanitise hands.</p> <p>Parents who need to collect a child must wear a face covering to enter the school to wait and must sanitise hands.</p> <p>Parents must not use the sign in screen to book a child in or out of school.</p> <p>If a parent arrives at school with a child who should not be there the situation will be explained and they will be asked to leave the site.</p> <p>If a child who should not be at school arrives on their own a member of SLT will stay with them, either outside or in an unused room in school until their parent collects them.</p> <p><b>Visitors</b> No non-essential visitors are allowed onto the school site</p>				<p>Monitored by Headteacher/SLT/Office staff</p> <p>Parents informed by email and verbally. Implemented by Headteacher/SLT.</p> <p>Monitored by Head teacher/ SLT and office staff</p> <p>Monitored by office staff. Office staff must book the child in or out after the parent has left. Where office staff take children to class or collect them from class, they must stay 2 m apart from the child as much as possible. They may wear masks and/or visors and must wash hands after.</p> <p>Monitored by Head Teacher / SLT /Office staff</p>
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		<p>Site rules will be displayed on the hatch and front door for all to read and only booked in visitors authorised by Head teacher will be allowed on site.</p> <p>Only visitors deemed necessary to the safe running of the school are to be allowed on site. All visitors will enter the school wearing a mask and sanitise their hands at the sanitization station located next to the door and sanitise when leaving.</p> <p>Log is kept of who the visitor has had contact with and locations.</p> <p><b>Staff</b> Staff who are showing any of the signs of Covid-19 are not allowed in school.</p> <p>Staff MUST inform the head teacher if a member of their family are displaying signs of Covid-19 and they are not to come into school.</p> <p>All staff have been informed via induction about the need for self – isolation as advised by the Government Guidelines.</p>				Implemented by all staff.
<b>Contamination within internal areas</b>	Staff, Pupils, Visitors	<p>It is understood that Early Years &amp; Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Pupils will be kept in their Year groups and will not mix with children in other year groups during the school day.</p> <p>The morning and afternoon nursery classes will be treated as one year group.</p>	3	3	9	Implemented and monitored by Head Teacher / SLT and Teaching Staff

		<p>Each Year group will maintain a distance of 2m from other year groups.</p> <p>Some SEN children will form a separate group and will work in a designated area.</p> <p><b>YRS 2,3,4,5 and 6</b></p> <p>Desks are set up in rows to accommodate 30 pupils with 2 chairs at each table. All children are facing forward. Tables are set up leaving a walkway between each rows and walkways between tables.</p> <p>There is a 2 m gap between the front of the class and the front row to allow staff to keep a 2 m distance as much as possible.</p> <p>There should be no more than 2 adults in each class unless additional staff are needed to work with SEN pupils.</p> <p>Staff must keep a distance of 2 m from other staff as much as possible.</p> <p>Staff must keep a distance of 2 m from pupils as much as possible. Where this isn't possible, close face to face contact should be avoided and contact should be for less than 15 minutes.</p> <p>Staff can monitor pupils work and offer guidance and reassurance by using the walkways in the classroom.</p> <p>The majority of feedback to pupils will be verbal.</p> <p>When working more closely with individual or groups of children a visor may be worn.</p> <p>Where withdrawal rooms are used by different groups of pupils they will be cleaned between the different groups.</p>				<p>Staff at times may choose to wear a visor when working with children.</p> <p>Where staff wish to wear a face mask when working with children this must take into consideration the individual needs of the children.</p> <p>If face masks are worn then stringent hygiene measures must be carried out when putting on, taking off and disposing of them.</p> <p>Implemented and monitored by Head Teacher / SLT and Teaching Staff</p>
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		<p>Classroom doors will be kept open for natural ventilation if the room has no windows.</p> <p>Equipment will not be shared between different year groups and equipment used will be cleaned regularly.</p> <p>All children will keep coats/jumpers on the back of their chair and any bags under the table.</p> <p>All children have an individual pencil case with their own equipment – pens, pencils, glue, rulers etc.</p> <p>Children will use a limited number of exercise books which will be mainly kept at tables.</p> <p><b>Nursery, Reception and Year 1</b></p> <p>In Year 1 children will sit at tables with groups of 4 to 6 children. At these tables children will have their own equipment.</p> <p>Year 1 and Reception children will use a limited number of exercise books.</p> <p>In Nursery and Reception children will spend time in small groups in different areas of the classroom. When at tables the number of children will be limited to 6.</p> <p>The year groups will not mix or share any equipment with each other.</p> <p>Children will keep coats on a named peg and book bags and water bottles in designated areas of the classroom.</p> <p>Equipment will not be shared between different year groups</p> <p>Equipment, toys and other resources used will be cleaned at least daily or put away for 72 hours.</p>				<p>Implemented and monitored by Head Teacher / SLT and Teaching Staff</p> <p>Implemented and monitored by Head Teacher / SLT and Teaching Staff</p>
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		<p><b>In all classrooms</b></p> <p>Staff will keep coats and bags in the classroom. Lockers in the staffroom will not be used.</p> <p>Movement of year groups is kept to a minimum with staggered times to move around the building. Movement around the building will be kept to a minimum.</p> <p>When moving round the school, children will stay in their class groups.</p> <p>Wherever it is practical, classes will move around the outside of the school not the inside.</p> <p>There will be no assemblies involving more than one year group. Assemblies will take place on line.</p> <p>Each year group will as far as possible keep to the same areas of the school.</p> <p>Any shared areas (dinner hall/playground) will be split into year group areas and each year group will be 2 m from others.</p> <p>The use of the dinner hall and playground will be staggered.</p> <p>Staff informed via induction and displayed in staff entrance and outside classroom to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry:</li> <li>• Use alcohol-based hand sanitiser if soap and water not available.</li> <li>• Wash hands every hour for 20 Seconds</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul>				<p>Monitored by Site Manager/Headteacher/SLT Touch areas are cleaned hourly and WC by cleaner. Restocked ie soap, paper hand towels and deep cleaned daily at the end of school day. Carpet is sprayed with a sanitiser on Fridays ready for the next week. Rubbish removed</p> <p>Staff may have their own personal sanitiser and hand cream. This must be kept out of reach of children and must be for personal use only. These must not be shared with other staff.</p>
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		<p><b>Only</b> use cleaning products supplied by the school. Staff all aware not to bring any cleaning products onto site.</p> <p><b>Staff to staff interaction</b></p> <ul style="list-style-type: none"> <li>• Staff should only complete authorised activities.</li> <li>• No physical contact between members of staff.</li> <li>• No close contact activities with other members of staff (within 2m distance).</li> </ul> <p><b>Equipment, Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Pupils have their own allocated individual frequently used resources such as pens &amp; pencils.</li> <li>• Staff must keep a set of frequently used resources such as pens and pencils for their use only in the classroom.</li> <li>• All equipment and resources must be cleaned regularly.</li> <li>• Any shared resources must be cleaned between use.</li> <li>• All IT equipment must be cleaned BEFORE and after use. Non-alcohol wipes are available for use on computers, laptops and ipads.</li> <li>• Phones in shared areas must be cleaned before and after use.</li> <li>• Pupils will be reminded only to bring essential items to school.</li> <li>• If singing and playing brass instruments activities take place these will adhere strictly to any Government guidelines, as follows: Singing activities or playing brass or wind instruments is permitted. Brass lessons will take place in the Ark. <ul style="list-style-type: none"> <li>• Children will face forward with 2 m gaps.</li> <li>• Chairs will be set out so there are no chairs in front – gap more than 2 m.</li> <li>• Voices will not be raised unduly.</li> </ul> </li> </ul>				<p>Staff must check that these products are safe for personal use in school.</p> <p>Monitored by Head teacher/SLT and Site manager Stock levels monitored by Site Manager and orders placed when running low. Premises officer and cleaners will re stock class rooms when required.</p>
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		<ul style="list-style-type: none"> <li>Where possible musical instruments should be cleaned by the pupils using them.</li> <li>Each child will have their own instrument.</li> <li>Participants will not face others and will not sharing instruments.</li> <li>Good levels of ventilation are provided. The theatre is a large space.</li> <li>Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. The Ark has adequate ventilation that fits with the guideline.</li> <li>Practical activities such as science and DT will be managed by using individual equipment where possible and cleaning equipment between use.</li> </ul> <p>Items and equipment including soft furnishings, toys with intricate parts and difficult to clean items must be washed or cleaned daily or put away for 72 hours.</p> <p>Staff to open windows and prop doors open for ventilation if weather is extremely hot.</p> <p>Windows in classrooms should be open as much as possible to increase ventilation.</p> <p>The air conditioning units in the 3 classrooms with them can be used provided fresh air ventilation can be selected.</p> <p>The ventilation systems in other classrooms in Saxby can be used.</p> <p>Desk fans may be used if necessary.</p> <p>Some corridor doors will be propped open to reduce contact points, e.g hall doors.</p> <p>External doors should be hooked open when taking children in and out to reduce contact points.</p>				<p>Monitored by head teacher / SLT and site Manger</p> <p>Monitored by Head Teacher / SLT and Site Manager / Premises officers. Check all rooms have sufficient air flow.</p> <p>Staff must check with Headteacher and Site Manager before using the air conditioning in 3A, 4S and 4K.</p> <p>Head Teacher / SLT authorises use of Lift and monitors Key will be issued to operate.</p>
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		<p>There are line markings around school every 2 meters to help staff maintain social distancing.</p> <p>Staff to use their nearest exit door for playtimes.</p> <p>All staff and children should keep to the left as much as possible when walking through corridors or up and down stairs.</p> <p>Lift is only to be used by 1 person at a time (unless accompanying a child for specific SEN reasons) Lift touch points will be cleaned regularly and after each use. Hands must be washed or sanitised after using the lift. .</p> <p>The office hatch has a Perspex screen fitted.</p> <p>Where visitor badges have to be provided they must be cleaned immediately after being returned.</p> <p>Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging used.</p>				<p>Head Teacher / SLT monitor</p> <p>Monitored by Office Staff</p> <p>Monitored by Site Manager</p>
<b>Contamination in Outdoor Areas</b>	Staff, Pupils	<p>It is understood that Early Years &amp; Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>All year groups will be more than 2 m away from any other Year groups when outside.</p> <p>Playtimes and lunchtimes will be staggered.</p> <p>In Saxby year groups will use either the large or small playground on their own as much as possible.</p>	2	3	6	Implemented and monitored by Head Teacher / SLT /all staff

		<p>When the large playground has to be shared it will be split in two and shared by no more than 2 year groups who will be kept 2 m apart.</p> <p>In Gopsall, Year 5 and 6 will have separate playtimes and lunchtimes. Each year group will have access to both Gopsall playgrounds.</p> <p>Each year group will have their own set of equipment for outside use.</p> <p>Any play equipment used needs to be sanitised after use. A box of cleaning spray, pump spray and gloves and cloths available.</p> <p>The F2 outdoor area will only be used by the F2 year group.</p> <p>The village will be sprayed via pump spray regularly if used</p> <p>Games and activities will be restricted to those where close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Staff to ensure the activities make sure inadvertent close contact between staff and pupils is minimised.</p> <p>Staff and pupils to wash hands before going outside and upon entering the building.</p> <p>In the event of wet weather, each class will stay in their classroom at desks and watch a DVD. This will be supervised by one member of staff.</p> <p>External washroom basins are in place with canopy for all to wash hands before lunch and at other key points in the day. This is monitored by staff to ensure the 20 second rule is applied while handwashing</p> <p>At lunchtime additional lunchtime staff will be allocated to a year group for the whole hour as much as possible.</p>				Implemented and monitored by Headteacher/SLT
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Allocation of Staff	Staff	<p><b>Access to school is authorised by Head Teacher</b></p> <p>All staff medical needs are discussed with the head teacher before entering the school</p> <p>All staff will confirm if they wish to go into school and this is confirmed by the head teacher.</p> <p>Additional room allocated for staff room at the Ark Theatre foyer for 10 members of staff.</p> <p>The Saxby building staff room must only be used by SEN TAs at lunchtime.</p> <p>In the Gopsall building the current staff room has a capacity of 2 persons. The ground floor classroom has a capacity of 6.</p> <p>The staff rooms should only be used for essential work during the day.</p> <p>Head teacher ensures that qualified first aiders are onsite.</p> <p>First aiders cannot keep in line with social distancing during the delivery of first aid, but physical contact should be kept to a minimum.</p> <p>Those administering first aid will wear PPE appropriate to the circumstances i.e gloves, surgical mask and disposable apron and will wash hands and ensure the affected area is cleaned upon completion.</p> <p>In the offices staff must follow social distancing guidelines.</p> <p>No staff, other than the allocated staff must go into the main office. All enquiries for office staff must be directed from the hatch.</p> <p>The smallest number of staff are allocated to a class room and as far as possible will keep the same members of staff for each year group.</p>	3	3	9	<p>Head Teacher/SLT implements and monitors daily</p> <p>Head Teacher implements and monitors Government / PHE guidance.</p> <p>Staff using this area must wash hands before using the kettle. Staff must only use their own cup and utensils. These must be washed after use and stored safely. All surfaces must be cleaned after use by the staff members.</p> <p>First aid guidance as per HSE Guidelines/ PHE</p> <p>Stock levels monitored by Site Manager and orders placed when stock levels are low. Masks, visors, aprons and gloves available for staff to use.</p> <p>Staff will have access to a pack of gloves and masks when outside in order to deal with any accidents or injuries in the playground.</p> <p>Implemented and monitored by head teacher</p>
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		<p>There is no lone working for teaching staff, Teaching Assistants, SLT and office staff.</p> <p>Cleaning staff rotas have been changed to make sure there is hourly cleaning of touch points and washrooms/toilets.</p> <p>All classroom based staff and SLT will be on duty in the playground for the arrival and dismissal of children.</p> <p>Staff will enforce, as far as is reasonably practical, social distancing between parents and groups of children when collecting their children.</p>				<p>Head teacher monitors</p> <p>Monitored by Head teacher / Site Manager</p> <p>Head teacher/SLT/Site Manager monitor</p>
<b>Work planning</b>	Staff, Pupils,	<p>Timetables have been reviewed to stagger movement around the school and use of shared areas.</p> <p>Playgrounds are timetabled for all outdoor use.</p> <p>Nursery children will have access to their outdoor space whenever they wish as it is separate from the rest of the school.</p> <p>Staggered playtimes and lunchtimes and use of different entrances and exits will minimise contacts and movement within the school.</p> <p>Start &amp; finish times (including for pupil drop off &amp; pick up), breaks and lunchtimes have been staggered to reduce congestion.</p> <p>Start and finish times offer a 15 minute 'window' to avoid congestion at a particular time.</p> <p>No assemblies will take place in the school hall.</p>	3	3	9	<p>Head Teacher implements and monitors Government / PHE guidance.</p> <p>Head teacher/SLT monitor</p>

		<p>Any use of shared spaces (offices, staffrooms etc) must adhere to the capacity for those spaces. Social distancing must be adhered to.</p> <p>Shared spaces must be cleaned before and after use.</p> <p>No staff other than designated office staff must go in to the office. Any assistance or enquiries from staff must be made from the foyer area.</p> <p>No more than 2 members of office staff will work in the office. These will be consistent members of staff and they will be seated 2 m apart.</p> <p>The use of shared resources (i.e. stationery &amp; equipment) is to be limited. Children will be provided with individual sets of equipment (pens, pencils, ruler, colours, glue stick, whiteboard. Whiteboard pen etc) and two workbooks. If art activities take place, individual children will be allocated their own paintbrush, scissors and paint pot or the equipment will be cleaned between use.</p> <p>Staff should not share stationery and other equipment.</p> <p>Where classrooms have a designated craft table, this will be cleaned between each group using it. Fresh supplies of materials will be used for each group. (e.g. paper)</p> <p><b>SEN Pupils</b></p> <p>Some SEN pupils will form a separate class which will be treated as a Year group.</p> <p>Some SEN pupils with named support will work and stay within their own year group.</p>				<p>Head teacher/SLT/office staff monitor</p> <p>Head teacher/SLT monitor</p> <p>Headteacher/SENCO/SEN TAs to review risk assessments.</p> <p>HT/SLT/ /Site Manager to ensure adequate PPE is available, i.e. gloves, masks, visors, individual sanitiser, sanitiser</p>
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		<p>For all these children, the same principles of segregation, hygiene, cohesive staffing and PPE use will be applied as far as is possible.</p> <p>The actual measures to be adopted for each child will be determined by the review of each pupils Health Care/ Support Plan/Risk Assessment and will consider the individual circumstances and needs of each child.</p>				HT/Site Manager to ensure adequate nappy changing facilities are available.
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>Each individual cleaner will have designated runs and wear the correct PPE at all times. They will keep to the 2 meter social distance rule.</p> <p>Cleaners will dispose of PPE by double bagging, storing for 72 hours then disposing of in the regular rubbish.</p> <p>If cleaning a heavily contaminated area then eye and respiratory protection will be worn.</p> <p>Cleaners will use Jey cloths in each area they clean and throw the cloths away into a bin liner.</p> <p>All surfaces are cleaned prior to using the virimicdal spray The cleaners will give extra attention to touched areas that are used more frequently: Doors, toilets, Doors handles, phones, light switches, door fobs, exit buttons, bannister rails and fire call points and emergency exit buttons.</p> <p>Cleaners will wash and dry hands after removing PPE.</p> <p>A cleaner will be onsite all day to complete hourly clean of touch area surfaces, toilets, main entrance foyer and to replenish stock in all rooms when needed.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners will be used in all bins and bins will be emptied at least daily but more often if needed.</p>	2	3	6	<p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p> <p>Site Manager to ensure a sufficient supply of eye and respiratory protection for the use by cleaning staff.</p> <p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>

		The carpet areas in classrooms will be sanitised every Friday.				
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste collection operatives	<p>Site Manager is notified by phone when a delivery is expected. Goods are dropped off in the car park and left. Contractors and premises officer/Site manager keep a safe distance with the 2 meter rule.</p> <p>Premises staff will wear gloves and sanitise the items before bringing them into the building and will wash hands thoroughly and then will either distribute items or put into store room.</p> <p>PHS will contact school for access and will wash hands upon entry and leaving to collect the sanitary bins and bodily fluid bin. They must be escorted by Site Manager or Premises officer keeping within the 2 meter rule.</p> <p>Biffa have no need to access the building and collect bins from the car park for waste collections. Premises staff will wipe bin lids after touched. Rubbish will be piled next to the bin and the premises officer will use gloves to put in the bin and will wash hands after gloves are removed.</p>	2	3	6	<p>All staff made aware of procedures.</p> <p>Head teacher/Site Manager to monitor.</p>
<b>Contractors</b>	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Contractors must be booked in and asked the timescale of how long the works will take.</p> <p>Contact will only be with the premises officer or Site manager outside to complete site induction. This will be at a safe distance (2 m)</p> <p>Access times are limited between the hours of 07:00 – 08:00 / 15:30 – 17:30 hours, when staff and pupils are not onsite.</p> <p>Contractors who fail to turn up with the correct PPE are not allowed onsite.</p>	2	3	6	<p>Site manager monitors and any changes needed are implemented immediately</p>

		<p>Contractor is verbally informed that a 2 meter distance must be kept at all times.</p> <p>Contractors must wash their hands or sanitise before entering the main building.</p> <p>Contractors must wash their hands or sanitise before entering individual work areas</p> <p>The Premises officers or Site Manager will meet contractors and take them to the location where they are working</p> <p>PO/Site manager will monitor the work from a safe distance to ensure the contractor stays in the same area and then will escort them off the premises keeping in with the 2 meter rule.</p> <p>Depending on works that have been done a deep clean will take place where the work has taken place.</p> <p>Contractors will also inform who they have been in contact with for tracing purposes</p> <p>Contractors &amp; Third Party organisations will email the school before working onsite their own COVID – 19 risk assessment and safe working procedure to ensure it is compatible to the school COVID – 19 arrangements, or are to comply with the school arrangements</p> <p>Areas that need emergency works will not be occupied in the day and Head teacher/ SLT will be informed straight away.</p> <p>Should an area need closing off while occupied the HT/SLT will be informed and the area cleaned while waiting for a contractor and then cleaned again after the contractor has finished.</p>				<p>Premises officer will wear gloves and mask to enter the classroom/area and then will sanitise area where he has been working.</p> <p>Head teacher/SLT to ensure a suitable space is available should a class need to move. This must be a space that has not been occupied. This is likely to be the Ark.</p>
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<b>Inclement weather Winter</b>	Staff, Pupils, Visitors	<p>All staff informed to dress appropriately for the weather.</p> <p>Hand sinks are located around the school with paper hand towels for pupils and staff to wash hands when entering site. Staff members will monitor the hand washing of children.</p> <p>All staff will be offered the flu jab through the school (subject to availability) to reduce the incidence of winter flu.</p> <p>Parents will be actively encouraged to allow their children to have the annual flu inoculation. Heating in the school to be monitored carefully and turned off if classrooms are too hot.</p> <p>Staff to open windows at key times during the day to allow rooms to be ventilated.</p>	2	3	6	<p>Implemented by Head Teacher and monitored</p> <p>Monitored by Site Manager/Premises Officers and adjustments to heating made as required on a daily basis.</p>
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Posters at main entrance to inform visitors and staff to sanitise hands.</p> <p>Posters at entrance informing that all need to wash hands in the allocated area before entering the main building.</p> <p>All Staff will encourage each other on good hygiene measures.</p>	3	3	9	<p>Informed at induction and posters located around the school to re – enforce,</p> <p>Stock levels monitored by Site Manager and ordered to keep stock levels correct</p> <p>Daily checks by Premises officers of any detrition and replaced</p> <p>All Staff Monitor</p>

		<p>Staff will ensure pupils hands are washed or sanitised on entering the building, before break and after break times, before lunch time and after Lunch time and before going home at a minimum.</p> <p>Age related posters are displayed in all toilets to encourage washing hands and around buildings enforcing good hygiene</p> <p>All pupils are encouraged by their teacher to avoid touching face /eyes/nose/mouth with unwashed hands.</p> <p>Pupils taught to cover their cough or sneeze in a tissue (or sleeve) and then throw it in the bin.</p> <p>PHSE lessons to regularly remind pupils about good hygiene and the rules.</p> <p>Posters up with catch bin kill it around school.</p> <p>Bins provided around school.</p> <p>Hourly cleaning regime in place for cleaning and soap, paper towels levels checked.</p> <p>Bins checked regularly and emptied.</p> <p>All supplies are stored in the correct way as per COSHH regulations and room is secure.</p> <p>Year groups using the toilets are monitored by staff to ensure hands are washed and dried and paper towel is put in the bin</p> <p>Hand washing facilities are available in all classrooms as well as the outside</p>				<ul style="list-style-type: none"> <li>• Daily checks by Premises officers of any detrition and replaced</li> <li>• Implemented by teaching staff and monitored</li> </ul> <p>Monitored by Site Manager Premises officers , Cleaning staff</p>
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		Hands are washed before entering main building and when leaving as per induction.				Monitored by Head Teacher / SLT and Staff
<b>Canteen use - exposure from large numbers of persons</b>	Staff, Pupils	<p><u>Pupils</u></p> <p>Lunch times are staggered into Year groups. .</p> <p>Each Year group will be 2m from any other groups at a minimum.</p> <p>Tables and chairs will be cleaned between year groups.</p> <p>Break/lunch times will be staggered to ensure there is no congestion at any time.</p> <p>Staff and pupils will wash their hands before lining up for dinner.</p> <p>Hand cleaning facilities are available in the girls / Boys WC outside dinner hall in the corridor if pupils need to wash their hands during lunch.</p> <p>Hot dinners will be provided and the following requirements will need to be met by LTS:</p> <p>Cutlery and trays will be handed out by LTS staff wearing gloves.</p> <p>LTS staff will serve each dinner on to a tray before giving it to the child.</p> <p>Cutlery and trays will not be provided in communal storage where users select their own.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc. LTS staff should wear face masks when serving food.</p> <p>Drinking water is poured from a jug into cups by a staff member. Cups are left on tables and collected and washed after use by LTS staff</p>	2	3	6	<p>Implemented by Head Teacher and monitored by head teacher/SLT and Site Manager and informed at induction</p> <p>Head Teacher / SLT and teaching staff monitored daily</p> <p>SLT to ensure LTS risk assessment meets requirements. Meeting booked for Tuesday 25<sup>th</sup> August.</p>

		<p>Kitchen staff serve from inside the servery keeping within the 2 meter distance rule and will clean the area after the dining hall has been vacated.</p> <p>Children will line up according to the category of dinner they have chosen.</p> <p>Tables and chairs are cleaned by member off staff with virmcidal spray and cloth is disposed of after the pupils have finished.</p> <p>All rubbish and waste is disposed of by LTS after the pupils have exited area and a final cleaning of tables that have been used is carried out.</p> <p>All payments for school dinner are made on line.</p> <p>Children who do not have school dinner will bring pre packed food from home.</p> <p>Packed lunches will be stored in dedicated year group areas. Procedures will be in place to ensure children can take their packed lunch without touching others.</p> <p>Children will be reminded regularly not to share their food.</p> <p><b><u>Staff</u></b></p> <p>Staff should stay onsite once they have entered and not use local shops.</p> <p>Staff must bring their own pre – prepared meals from home as well as drinks, cups, cutlery and other utensils.</p> <p>Staff should avoid food that needs heating as much as possible.</p> <p>All personal utensils etc must be washed after use and stored in a personal bag. No individual utensils</p>				<p>Office staff monitors payments</p> <p>Staff informed at induction</p> <p>Monitored by head teacher /SLT</p>
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		<p>etc must be left in or around sinks or on tables in shared areas.</p> <p>Food and drink must only be consumed in dedicated areas or in the classroom.</p> <p>Staff must not use classrooms that are not in their year group.</p> <p>Hot drinks can be made in the Saxby or Gopsall staffroom. Social distancing must be adhered to.</p> <p>During all breaks staff must stay 2m apart from other staff and should not sit face to face.</p> <p>Only Nursery staff can use the Nursery kitchen. Social distancing must be adhered to as well as cleaning regimes.</p> <p>Only Kidszone staff can use the Kidszone kitchen and only during Kidszone hours. Social distancing must be adhered to as well as cleaning regimes.</p> <p>Staff may use the outside sitting area with up to 6 members of staff.</p> <p>After eating staff must wipe the table where they have sat.</p> <p>If using urns or kettles, hands must be washed or sanitised first and the urn or kettle wiped after.</p> <p>If using a microwave is absolutely necessary, hands must be washed first and the microwave wiped after.</p>				<p>The main dedicated area is the Ark foyer. The garden can also be used.</p> <p>SEN TAs may use the Saxby staffroom.</p> <p>Gopsall staff can use the upstairs intervention room with a maximum of 4 adults.</p>
<b>Use of Changing facilities, toilets and showers</b>	Staff, Pupils	<p>Staggered starts at the start and end of day and break time and lunch will reduce congestion in toilet areas.</p> <p>Year groups are supervised by an adult during set toilet times to ensure 20 second hand washing and drying is enforced.</p>	3	3	9	<p>Head Teacher / SEN Co –coordinator to identify if visor required for certain pupils</p> <p>Monitored by Headteacher/SLT/all staff</p>

		<p>Pupils who need to use the toilet at other times of the day will be taken by an adult (with social distancing).</p> <p>Where year groups have their own set of toilets, one child at a time will be able to go on their own.</p> <p>Year 4 children will have access to the upstairs disabled toilet during class time.</p> <p>Cleaning of toilets during the day will be increased.</p> <p>Hand driers will not be used in any pupil or staff toilets.</p> <p>Wash &amp; dry hands before and after using the facilities.</p> <p><b>Changing facilities</b></p> <p>Only one member of staff is allowed with the pupil and will wear PPE. Plastic apron, mask/visor if required and gloves available to change a child.</p> <p>Door to the facility should be left open or ajar providing the dignity of the child is not compromised.</p> <p>Bin liners are in all bins and nappy bin must be used which is collected by PHS.</p> <p>Wash &amp; dry hands before and after using the changing facilities.</p> <p>Changing mats must be wiped after use.</p> <p>Area is sanitised regularly.</p> <p>The shower area should only be used if absolutely necessary to clean a child who has had a toileting accident. PPE must be worn.</p>				<p>Staff must follow the procedures in the school Intimate Care policy.</p> <p>Headteacher/Site Manager to ensure there are adequate changing facilities to accommodate Nursery children and SEN pupils.</p>
<b>Lack of awareness</b>	Staff, Pupils, Visitors	Posters and signs displayed in suitable places around school reminding all persons of social distancing, hygiene and hand washing requirements.	2	3	6	Monitored by Premises officers and site manager and updated information will be removed and latest one put up

		<p>Child friendly posters in suitable places around the school.</p> <p>Child friendly rules displayed in all classrooms and other areas of the school.</p> <p>Induction and toolbox talks will be carried out by Head teacher/SLT/Site Manager for all personnel on site, warning them of the risks posed by the virus, symptoms as well as the control measures outlined in this assessment and from government guidance.</p> <p>Posters will be displayed in ways to continually re – enforce the message.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>				<p>Site manager to put signs up</p> <p>Implemented by Head teacher /SLT. Any changes in government guidance/PHE then staff will be informed verbally, by email and copy given to members of staff. Displayed in school.</p> <p>Monitored by all Staff</p>
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>All staff aware of the emergency procedures via staff training and information displayed in all rooms.</p> <p>All year groups will line up at the assembly point with 2m distance from other years</p> <p>Evacuations: social distancing will be followed where practical.</p> <p>Social distancing between year groups and between staff will be in place at assembly points.</p> <p>Invacuation: social distancing will be followed where practical.</p> <p>Named staff will check any doors hooked or wedged open are closed.</p>	3	3	9	<p>Implemented and Monitored by Head teacher / Site Manager</p> <p>Emergency procedures included in staff training in August.</p>

						Implemented and monitored by Headteacher/SLT/Site Manager.
<b>First Aid provision</b>	Staff Pupils, Visitors	<p>Staff allocated to each year group checked to ensure one is a first aider.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, hands must be washed &amp; dried and any points of contact, and the affected area cleaned and disinfected.</p> <p>Each year group will have a first aid bag with PPE included for use at playtime and lunchtime.</p> <p>All usual first aid procedures must be adhered to.</p>	3	3	9	Monitored by Head teacher/SLT/Site Manager

## Government & NHS Guidance

### Coronavirus Guidance

<https://www.gov.uk/coronavirus>

### Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

### Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

### Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
HIGH RISK		15-25		Immediate Management Action						
MEDIUM RISK		9-12		Plan for Change						
LOW RISK		1-8		Continue to Manage						
Likelihood	5 Almost Certain	5	10	15	20	25	Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	4 Probable /Likely	4	8	12	16	20		Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	3 Possible	3	6	9	12	15		Major	4	Death of an employee, service user, member of the public, etc.

	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic	

## Impact (B)

### Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.