

Significant Findings of Risk Assessment



Site / Premises: Sparkenhoe Primary	Assessment Carried Out By		
Department: Education	Name: Melanie Thorpe	Date Carried Out or Reviewed	
Activity / Process: <ul style="list-style-type: none"> • Teaching • Admin • Premises 	Signature:	20 – 5 -20	
	Responsible Manager	29.5.20 RJ	
	Name: Rhian Jones		
	Signature:		
Risk Rating. 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.			
Covid-19 is a newly discovered infectious disease which has caused a global pandemic, leading to closures of facilities and services countrywide. Main symptoms include but are not limited to: Fever, new continuous cough, loss of smell and taste. Individuals with certain medical conditions, elderly plus others are more vulnerable to Covid-19 therefore extend periods of self-shielding are recommended, in the current climate this is advised at being 12 week from the date of closure 23rd March 2020. This risk assessment is very much a live document and should be adapted accordingly, aligning with advise given from central/local government (CG/LG) and Public Health England (PHE).			
General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures 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. Appropriate respiratory protective equipment/face masks are to be considered as last resort 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.		

		<p>Visitors will use hand sanitiser located in the foyer on the office shelf before entering the main building and sanitise when leaving.</p> <p>Welfare facilities are provided through out the school which contain suitable levels of soap and hand sanitiser.</p> <p>Frequent hand washing is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. Hands are then dried using disposable towels etc, which are disposed of into the bins provided.</p> <p>Use lessons, songs and games 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 approved by head teacher. Log kept to ensure how many people are on site at one time by main office and space used to accommodate keeping in line with the 2 Metre rule Visitors who are not booked in are turned away. Visitors will hand sanitise their hands upon entry and when leaving.</p> <p>All Contractors are booked in advance and only essential work to be carried out. Contractors will sanitise hands upon arrival and when leaving. Site Manager /</p>				<p>door. Posters displayed in all WC relating to age group promoting handwashing</p> <ul style="list-style-type: none"> Monitored by office Staff and will verbally inform to ensure all visitors comply. Poster will be displayed on front door and next to the hatch informing all of the school procedure. Monitoring by Site Manager and Premises officers and cleaner every hour. Bottles of soap are kept in stock should it be hard to get soap for the dispensers. <ul style="list-style-type: none"> Head teacher / SLT and office staff ensure electronic signing in and out is turned off. Office staff will sign visitors in and out on a visitors log sheet. All visitors must be booked in prior to coming onsite. Line markings in the office area and around school to ensure all visitors keep in line with the 2 meter rule. Meetings with visitors must be held in a room that is suitable for social distancing. Only one visitor is allowed to sit in the waiting area at any time. Check hatch windows to check you can still hear through the hatch without opening the hatch. If cannot then Perspex to be fitted to keep in line with social distancing as Per Government guide lines and PHE.
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		<p>Premises officers will escort keeping in line with social distancing.</p> <p>Tissues available in all areas for staff, pupils and visitors. Signs to promote catch it, bin it kill it in all areas. All staff, pupils and visitors should use a tissue when coughing or sneezing and then place it straight in the bin before washing hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative. This will be taught to pupils by teachers.</p> <p>Contact with staff from other 'bubbles' will be kept to a minimum and social distancing rules followed stringently when this happens.</p> <p>All persons informed not to touch their eyes, nose or mouth if their hands are not clean. Promoted with pupils through lessons.</p> <p>All existing individual Risk Assessment (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.</p>				<ul style="list-style-type: none"> • Site Manger books in contractors and arranges time for entering to avoid the busiest times and will be met by site manager or Premises officer. • Teachers will issue tissues to each pupils in YR6 and Year 1 to keep on their desk for quick access to prevent droplets going in the air when sneezing or coughing while going to the tissue box. • Individual tissues for early years is not practical. Instead each small group will have a box or roll of tissues. • Stock levels are monitored by site manager and Premises officers. Hourly checks on bins and emptied hourly or earlier if required • Monitored by head teacher/SLT/ Site Manager. A designated room will be used if staff need to talk to each other. Staff will keep within the 2 metre rule. Staff may also use outside areas to talk to each other, again following the 2 m rule. • Signs and information is displayed around the schools and informed at the induction. • Head teacher / Deputy Head / Senco review all RA as per CG and PHE guidelines and monitor for any changes with the individuals and guidelines. • Monitored by Head teacher / SLT /Site Manager
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		<p>Areas cleaned daily with an hourly regime for touched areas.</p> <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 machine is used gloves need to be worn and disposed of after and the machine needs to be wiped.</p> <p>One member of staff from each 'bubble' will be designated to collect printing and photocopy where necessary.</p>				<ul style="list-style-type: none"> • Head teacher / SEN Co –coordinator to identify if visors needed and site manager to source. Surgical masks due in week beginning 25th May 2020. Site Manager checks stock levels weekly and will order as soon as stock levels go low to get on the waiting list as due to the current climate they are very hard to get hold off. • Monitored by Head teacher / SLT /Site Manager SLT review and amend behaviour policy. • Head teacher will keep a record. • All staff informed at induction and viricidal spray, cloths and gloves at hand for staff to wipe surfaces and monitored by Head teacher and Site Manager on stock levels and re stocked when required. Sign on door and tape on floor to enforce the social distancing 2 metre rule
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		<p>Any person with symptoms of COVID 19 (persistent cough, high temperature) or has a positive viral test result for Covid 19 is NOT to attend the School, but should follow Government guidance on self isolating (for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal). Any person with symptoms of COVID 19 must have a test.</p> <p>Head teacher identifies staff/pupils who are in the clinically extremely vulnerable group (Shielding Category). They will continue shielding as PHE/ Government guidelines and following their specific medical advice will not be at school.</p> <p>Head teacher identifies clinically vulnerable adults and will identify if they can work from home. If they are able to they will stay at home. If they are unable to work from home, access to the school site will be limited to times when they are able to work using stringent social distancing.</p> <p>Head teacher identifies clinically vulnerable children and follows medical advice regarding any potential return to school.</p> <p>Head teacher identifies if a person is living with a clinically extremely vulnerable person. These members of staff will not attend school unless strict social distancing can be adhered to, and they fully understand and will comply with these requirements. Children living with a clinically extremely vulnerable person must not attend school at this time.</p> <p>Head teacher identifies if a person is living with a clinically vulnerable person. A person specific risk assessment will be</p>				<ul style="list-style-type: none"> Monitored by Head teacher Head teacher implements and monitors the guidance Head teacher implements and monitors Head teacher carries out risk assessments. Head teacher implements and monitors
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		<p>carried out and measures put in place to allow the person to work as safely as is possible.</p> <p>An individual risk assessment will be undertaken for all staff members from the BAME community.</p> <p>All employees have access to support services (occupational health)/Amica.</p>				<ul style="list-style-type: none"> Headteacher/SLT to monitor and review regularly to ensure all measure are in place as per the individual assessment. <p>Head teacher implements and informed via email and at induction and displayed in the staff room.</p>
Suspected case whilst working on site or positive test result	Staff, Pupils, Visitors	<p>All staff informed of symptoms and procedure by induction and information displayed as per Government/PHE guidelines.</p> <p>All staff informed to avoid and maintain a safe distance from affected individual.</p> <p>Head teacher will be informed immediately or member of the SLT team. Staff informed not to touch anything</p> <p>Staff to go home immediately and isolate for 7 days. Household members must isolate for 14 days. Staff must arrange a test.</p> <p>If negative the staff member can come back to work and household can end self-isolation.</p> <p>if positive then will need to go into isolation for 7 days (and if they still have a high temperature after this time, until the temperature returns to normal).</p>	3/4	3	9/12	<ul style="list-style-type: none"> Implemented by Head teacher/SLT and Site Manager. Guidelines monitored and if there is new information, staff to be informed and information displayed Head teacher / SLT site manager inform staff at induction and information displayed in Staff room Positive result: all staff and children who have had contact will be told to isolate for 14 days and any symptoms to get a test. Head Teacher / SLT monitor. (Positive results: for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal).

		<p>The rest of the class/group in school will be sent home and advised to self-isolate for 14 days. The other household members of the wider class do not need to self-isolate unless a person in the wider group subsequently develops symptoms.</p> <p>As part of the national track and 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 the suspected case is a pupil, the staff member dealing with pupil will if possible keep a 2 meter distance from pupil and will wear a mask and gloves. The pupil will move to a designated room with the window open and door closed until parent has collected the child</p> <p>Where a member of Staff has helped 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>			<ul style="list-style-type: none"> • Head Teacher / SLT authorise for staff member/pupil to come back to work • Area 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 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 • Staff member will speak to the parent ensuring they understand that they need to isolate and made aware that they can be tested by using the online booking system or calling 111 or 119. If result comes back negative the pupil will be allowed back into school after authorisation from head teacher. If the test is positive the pupil will isolate for 14 days as per Government / PHE guidelines. (for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal). Authorisation from the Head teacher for pupil to come back to school. • 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
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		<p>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</p> <p>Head teacher will note all persons who the affected person has been in contact and will inform to self-isolate for 14 day , 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.</p> <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>				<ul style="list-style-type: none"> • If there is a confirmed positive result: all staff and children who have had contact will be told to isolate for 14 days and any symptoms to get a test. Head Teacher / SLT monitor • Monitored Head teacher / SLT and Site Manager. Staff informed at induction and information clearly displayed in PO Room and staff room. Monitor Government guidelines and any changes will be implemented immediately. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Staff informed at induction of procedure. Head Teacher/SLT and Site Manager monitor as Per Government Guidelines. Implemented by Head Teacher
Travel off site	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.</p> <p>Head teacher identifies staff who may be able to work from home if possible.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Staff aware to limit their use of public transport and car sharing.</p>	2/3	3	6/9	<ul style="list-style-type: none"> • Monitored by Head teacher and staff informed at induction • Where car sharing is the only suitable method of transport then all current guidelines must be followed. Monitored by Headteacher/SLT. Good ventilation, facing away, consider seating arrangements.

		All staff aware when coming onto site after any journey they are to wash their hands.				<ul style="list-style-type: none"> Where 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.
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Parents informed that no gathering is allowed outside entrances to school site.</p> <p>Parents informed which entrance to the playground to use and what time to arrive.</p> <p>Start and end times staggered for different classes/groups.</p> <p>Parents informed that only one adult can bring each child to school.</p> <p>Line markings / tape will be put down on part of the outside entrances to ensure parents/children keep within the 2 metre rule. These will continue into the playground in lines with the year group displayed and a 2 and half meter gap between rows for one parent and child to line up. Members of staff will then take the children into school.</p> <p>Parents will leave the playground by the Highfield Street gate.</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>	2	3	6	<p>Implemented by Head teacher by letter and daily reminders</p> <ul style="list-style-type: none"> Site Manager/ Premises officer to mark lines and tape. Clear signs on gates informing parents of the school social distance rules. This will be marshalled by senior staff to re enforce the rules. Gate will be locked once all pupils have arrived. Head teacher authorises booking and office staff monitor to ensure that no more than one visitor is onsite at any time. Hands are sanitised before coming into main school. Designated room for essential meetings to accommodate the 2 meter rule as per Government/PHE guide lines.

		<p>Parents are informed by head teacher that only one parent is allowed to access the school for business connected with the education of their child. This will be through the main office.</p> <p>Meetings with parents in school must only be booked if absolutely necessary. In the case of these, only one parent can attend. Hand sanitiser must be used before entering the school and leaving. ID issued will need sanitising every time used.</p> <p>Access points will have a sign informing parents and pupils of the social distance rule. Parents will be informed via letters from head teacher.</p> <p>Signing in will be done in paper form by the office with gloves on to sign the visitor/ parent in and out as the touch screen entry system will be turned off.</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>				<ul style="list-style-type: none"> • Site manager / Premises officers to put signs up • Implemented by office staff and informed at induction. Any ID issued will be sanitised immediately when given back. • Signage monitored by site manager/office staff / Premises officer for any deterioration and will be replaced immediately. Office staff will verbally inform visitors of the rules and ensure they leave the site immediately when their business is finished. • SLT members marshalling arrival will monitor. They will speak to the parent. • SLT members marshalling arrival will monitor. They will stay with the child and make sure the parent is contacted.
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		<p>Visitors No non-essential visitors are allowed onto the school site</p> <ul style="list-style-type: none"> • 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. • Only visitors deemed necessary to the safe running of the school are to be allowed on site. They must read signs in reception regarding good hygiene and will sanitise their hands when entering the main school and leaving <p>Staff Staff who are showing any of the signs of Covid-19 will not be allowed onsite.</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. All staff have been informed via induction about the need for self – isolation as advised by the Government. Staff must inform the head teacher and not allowed on site</p> <p>All Saxby staff to access and park in the car park only. Staff must enter by the main entrance and wash hands in the medical room before entering the main building.</p> <p>Gopsall staff who park on Gopsall Street must be aware of the need to sanitise hands after opening their car at the end of the day.</p> <p>Posters displayed on door entry- stop and wash your hands for 20 seconds</p>				<ul style="list-style-type: none"> • Office staff sign visitor in and ensure that they sanitise their hands before entering the main building. Staff informed via induction by Head Teacher / SLT / Site Manager • Monitored by Head Teacher / SLT • Staff informed of procedure via induction by Head Teacher /SLT and Site Manger • Monitored by Site Manager / Premises officer. Car Park closed once all staff have entered the building
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<p>Contamination within internal areas</p> <p>Classroom use</p>	<p>Staff, Pupils, Visitors</p>	<p>It is understood that Early Years & 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>YR 6 tables are set up forward facing in rows and children sat 2 metre apart with the appropriate no of children in each class due to the size of the room to keep in line with the 2 metre rule and ensure safe evacuation of pupils.</p> <p>YR 1 table are set up in an L shape with 2 pupils sitting 1.5 to 2m apart with no more than 10 pupils in the room. Each L shape grouping is a distance of 2 m from others.</p> <p>Teachers will encourage pupils to maintain a safe distance. Classroom doors will be kept open for natural ventilation. Teacher to keep a 2 meter distance where possible.</p> <p>Reception class tables will be set up with 2 or 3 children allocated to each table. Children will not be sitting face to face. Children will not be 2 m apart at these tables but tables will be 2 m from other tables.</p> <p>Early years teaching in smaller groups. Groups are kept separate from other groups at all times as per the 2 meter rule and will keep the same teacher. Groups will be a maximum of 10.(9 in Year 6)</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Check size of rooms to determine how many pupils room can accommodate with the 2 Meter rule per government Guidelines maximum no is 15 per class. Year 1 classrooms can accommodate 10 pupils with 2 m distance. Max class size will be 10. Year 6 can accommodate 9 with 2m distance. Max class size will be 9. F2 classrooms can accommodate 10 pupils with 2 at a table with tables 2 m apart. Max class size will be 10. Nursery numbers will be capped at 10 to allow for small groups within the space to work in different areas. • Monitored by Site manager Classes are deep cleaned with virimicidal chemical at the end of each day. Rubbish removed throughout the day. Bins for tissue use are double bagged. • Monitored by Head Teacher • Teacher to assess if cannot keep 2 meter social distance between groups then the group may need to be reduced in size. Inform the Head Teacher. • Monitored by Site Manager Touch areas are cleaned hourly and WC by cleaner and restock 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
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		<p>All soft toys and toys that are hard to clean (such as those with intricate parts) removed from class.</p> <p>Equipment will not be shared between 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. Cloakroom areas will not be used.</p> <p>Staff will keep coats on the back of their chair and bags under desk. Lockers in the staffroom will not be used.</p> <p>Staff where possible to maintain a safe distance between each other (2 meters) in the classrooms.</p> <p>Staff ratios for each group to be no more than one teacher and one teaching assistant in the class.</p> <p>For pre-school children in the Nursery and reception there will be no more than one teacher and one teaching assistant in the class.</p> <p>Each class group will as far as possible keep to the same areas of the school.</p> <p>Any shared areas (dinner hall) will be split into class areas and each class group will be 2 m from others.</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"> • Wash hands on entry: • Use alcohol-based hand sanitiser if soap and water not available. • Wash hands every hour for 20 Seconds • Wash hands if face is touched. 				<ul style="list-style-type: none"> • Only a selection of books will be available each day for children. Once read they will be put away for a week. • Individual books can be sent home. On return they will be put in a box and not used again for a week. • Construction activities and other larger toys will be planned on a rota so there are different activities and toys in each class each day. After use, these will be put away for a week before being used again. • Monitored by Head teacher/SLT and Site manager
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		<p>Lift touch points will be cleaned hourly and after each use. Hands must be washed or sanitised after using the lift.</p> <p>Items and equipment's including soft furnishings, toys and difficult to clean items have been removed from classrooms and placed in storage</p> <p>Fans/Air con units/ventilation systems not to be used</p> <p>A screen is to be fitted to separate the office staff from persons entering the building.</p> <p>Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging used.</p>				<ul style="list-style-type: none"> Designated staff (SLT/site staff) to be responsible for making sure doors are shut in the event of a fire alarm. Site Manager to unlock internal doors <p>Head Teacher / SLT authorises use of Lift and monitors Key will be issued to operate.</p> <ul style="list-style-type: none"> Head Teacher / SLT monitor <p>Monitored by Head Teacher / SLT and Site Manager / Premises officers. Check all rooms that sufficient air flow if not look for alternative room.</p>
Contamination in Outdoor Areas	Staff, Pupils	It is understood that Early Years & 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.	2/3	3	6/9	Head teacher will identify if markings to be put down to separate areas for each group and keep group using the same area. Stagger break times to reduce congestion

		<p>All group classes will be more than 2 m away from any other group when outside. The playground will have cones to separate groups.</p> <p>Playtimes and lunchtimes will be staggered so no more than 2 class groups are outside at any time</p> <p>Each class 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, gloves and cloths available.</p> <p>All unnecessary items and equipment removed and play equipment barricaded off.</p> <p>Games and activities have been planned to be led by staff which are all games that can be played with social distancing in mind.</p> <p>Staff to ensure the activities make sure inadvertent close contact between 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 group will stay in their classroom at desks and watch a DVD. This will be supervised by one member of staff.</p>				<p>Stock levels monitored by Site Manager / Premises officer and replaced when required</p> <p>Outdoor 4 person wash basin to be fitted week with canopy for pupils and staff to use when leaving and before entering the building Monitored by Head Teacher / SLT</p> <p>Staff and pupils will wash hands before entering the classroom after lunch.</p>
Allocation of Staff	Staff	<p>Access to school is authorised by Head Teacher</p> <p>All staff medical needs to be discussed with the head teacher/SLT prior to them entering the school and staff confirm that they wish to go into school.</p>	2/3	3	9	<p>Head Teacher implements and Monitors daily</p> <ul style="list-style-type: none"> Head Teacher implements and monitors Government / PHE guidance.

		<p>The staff room (Saxby and Gopsall) is used by 2 members of staff only at a time to keep within the 2 meter distance rule. It is only to be used for the use of essential equipment. It can be used by one additional person at a time to access water only.</p> <p>2 Sharks and 2 Starfish and Gopsall library have been designated as spaces for staff to have breaks. There must be no more than 4 members of staff at any time. Staff must ensure stringent social distancing and sit at individual tables.</p> <p>Windows should be open and doors if considered necessary for ventilation.</p> <p>Head teacher ensures that a qualified first aider is 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>First aider will not give breaths if CPR is needed</p> <p>Head teacher will assess daily if one member of office staff can work from home on rota basis due to the size of the office.</p> <p>The smallest number of staff are allocated to a class room.</p>				<ul style="list-style-type: none"> • Informed at induction and clear information displayed on entry to staff room and line markings on floor. • 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. • First aid guidance • As per HSE Guidelines/ PHE Stock levels monitored by Site Manager and orders placed when stock levels are low. Masks due in week beginning 25th May 2020. Visors will be available for staff who wish to use them. • 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. • Staff to provide additional supervision at lunchtime are allocated to one class group only and will not supervise any other staff groups.
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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 a cleaner on site all day.</p>				<ul style="list-style-type: none"> • Staff to provide additional supervision at lunchtime will only be on site for the allocated time. • These members of staff enter through the main entrance, wash their hands on arrival and before leaving. • Head teacher monitors • Head teacher/SLT/Site Manager monitor
Work planning	Staff, Pupils,	<p>Timetables reviewed to determine acceptable activities.</p> <p>Playgrounds will be 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 & finish times (including for pupil drop off & pick up), breaks and lunchtimes to be staggered to reduce congestion.</p> <p>No assemblies will take place in the school hall.</p> <p>Any use of the Staffroom is to be staggered.</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>	3	3	9	<ul style="list-style-type: none"> • Head Teacher implements and monitors Government / PHE guidance. • Head teacher/SLT monitor • Head teacher/SLT/office staff monitor

		<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 & 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 one workbook, including reception.</p> <p>If art activities take place, individual children will be allocated their own paintbrush, scissors and paint pot.</p> <p>Any items that are shared must be cleaned & disinfected after each use.</p> <p>Where classrooms have a designated craft table, this will be cleaned between each small group using it. Fresh supplies of materials will be used for each group. (e.g. paper)</p> <p>Unnecessary items and equipment (including soft furnishings, toys and difficult to clean items) are to be removed from classrooms etc and placed into storage as far as is reasonably practicable, to minimise contact.</p> <p>Where SEN pupils are attending school the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/Risk Assessment, and considering the individual circumstances of each case.</p>				<ul style="list-style-type: none"> • Head teacher/SLT monitor <p>Stock levels of cleaning products monitored by Site Manager / Premises officer and replaced when required</p> <p>Headteacher/SENCO to review risk assessments. HT/SLT/ /Site Manager to ensure adequate PPE is availability, i.e. gloves, masks, visors, individual sanitiser.</p>
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Cleaning	Staff, Pupils, Visitors	<p>Each individual cleaner will have designated runs and wear the correct PPE at all times, staying within the 2 meter 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</p> <p>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 while the school is occupied 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> <p>The carpet area in reception classes and the Nursery will be sanitised every Friday.</p>	3	3	9	<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 of cleaning staff.</p> <p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>
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Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operative s	<p>Site Manager is notified by phone when the delivery is expected.</p> <p>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</p>	2	3	6	<p>All staff made aware of procedures.</p> <p>Head teacher/Site Manager to monitor.</p>
Contractors	Staff, Pupils, Contract ors	<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 are 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. 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	3	6/9	<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 and must repeat every hour while on site.</p> <p>The Premises officer 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>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 classroom is kept free should a class need to move. This must be a class that has not been occupied.</p>
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Inclement weather – cold temperature allows disease to survive	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, staff to wash hands when entering site. Staff member will Monitor the Hand washing of children.</p>	2/3	3	6/9	<p>Implemented by Head Teacher and monitored</p> <p>Site Manager: Due to be fitted week beginning 25th May Outdoor sinks are fitted with a canopy to provide shelter from the elements while washing their hands</p>
Poor hygiene	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 etc, which should be disposed of into the bins provided. 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>All are informed via induction</p> <p>Staff / Pupils to wear clean clothes each day</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> <p>Staff will ensure pupils hands are washed before coming into school, before break and after break times, before lunch time and after Lunch time and before going home at a minimum.</p>	3	3	9	<p>Head Teacher informs parents.</p> <ul style="list-style-type: none"> Monitored by Head Teacher/ SLT / Teachers/staff Monitored by site manager / Premises officers Monitored by Head teacher / SLT and Site Manager Site Manger organising additional 4 persons hand wash facilities outside with Perspex fitted between to avoid contact with other person washing their hands if cannot keep the 2 meter distance. Due to be fitted week beginning 1st June.

		<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>Poster 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 for soap and room is secure.</p> <p>Teachers send pupils to the toilet one at a time and monitor hand washing after pupils have used the toilet.</p> <p>Hand washing facilities are available in all classrooms as well as the outside facilities (when fitted)</p>				<ul style="list-style-type: none"> Site Manager/ Premises officers to replace and update posters when required Monitored by Head Teacher / SLT <p>Monitored by site manager/ premises officer</p>
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		Hands are washed before entering main building and when leaving as per induction.				<p>Monitored by Head Teacher/SLT</p> <p>Designated washroom for staff and additional 4 wash hand basin to be fitted for when entering the building. Perspex will be fitted between wash basins to reduce contact with others while washing their hands as cannot keep within the 2 Metre distance rule. Due to be fitted week beginning 1st June.</p>
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>Pupils</p> <p>Lunch times are staggered into small groups. YR6 Pupils are sat 2 meters apart.</p> <p>Younger pupils are seated at standard dinner tables with at least one seat gap in between. Pupils will not sit opposite each other.</p> <p>A cross is put on chair/table for pupils to easily identify where they need to sit keeping in line with the 2 meter rule.</p> <p>Each class group will be 2m from any other groups at a minimum.</p> <p>Area will be sanitised after each group.</p>	3	3	9	<p>Site manager to discuss with Head teacher if cleaner is required to clean areas after each group has eaten.</p> <p>SLT to liaise with LTS regarding responsibilities for cleaning in between groups.</p> <ul style="list-style-type: none"> Implemented by Head Teacher and monitored by head teacher/SLT and Site Manager and informed at induction Head Teacher / SLT monitored daily

		<p>Pupils will line up at 2 meter distances where practical.</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>For the first two weeks LTS will provide a packed lunch for Free School meals and Universal Infant meals. This will be pre prepared and wrapped with no cutlery or crockery required.</p> <p>Other children will bring pre packed food from home.</p> <p>Drinking water is poured from a jug into cups by staff member. Cups are left on tables and collected and washed after use by LTS staff</p> <p>Kitchen staff serve from inside the servery keeping within the 2 meter distance rule and will clean area after the dining hall has been vacated.</p> <p>Tables and chairs are cleaned by member off staff with virimcidal spray and cloth is disposed off 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 that have been used is carried out.</p>				<ul style="list-style-type: none"> • Site Manager/premises officer check daily for any defects and reported if needed • Site Manager awaiting Hazard Tape await delivery • Head teacher/SLT to discuss with providers • Head Teacher/SLT to discuss with provider
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		<p>IF, after review, the provision of hot dinners is considered the following requirements will need to be met by LTS:</p> <p>Any cutlery/trays provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc.)</p> <p>All payments are made on line.</p> <p>Staff</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>These must be washed after use and stored in a personal bag. No individual utensils 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. Up to 6 members of staff can use 2 Sharks with social distancing measures in place.</p> <p>In Gopsall, 5 Bradgate can be used by up to 6 members of staff with 2 m social distancing measures in place.</p> <p>Staff may use the outside sitting area in Saxby and back playground in Gopsall with up to 6 members of staff.</p>				<ul style="list-style-type: none"> • Office staff monitors payments • Staff informed at induction • Staff may leave the premises for exercise during a break for wellbeing purposes. Hands must be washed on leaving and entering. • Monitored by head teacher /SLT • Site manager to discuss with Head teacher if cleaner is required to clean surfaces • Monitored by Site Manager / Premises officer • Monitored by Headteacher/SLT. Provision of additional facilities if required if numbers in school increase. • Social distancing must be adhered to.
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Lack of awareness	Staff, Pupils, Visitors	<p>Posters and signs displayed in suitable places around school reminding all persons of social distancing, hygiene and hand washing requirements.</p> <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>Signs will be outside each classroom and other designated areas identifying the maximum occupancy levels to ensure appropriate segregation.</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 way 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>	2/3	3	6/9	<ul style="list-style-type: none"> Monitored by Premises officers and site manager and updated information will be removed and latest one put up 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.
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contract ors	<p>All staff aware of the emergencies procedures via information displayed in all rooms</p> <p>Evacuations: social distancing will be followed where practical. Social distancing will be in place at assembly points. Invacuation: social distancing will be followed where practical.</p>	3	3	9	<p>Annual refresher on emergency procedure and Staff aware that they will not be able to keep a social distance with younger years but will evacuate with smaller groups and meet at the main assembly point keeping within the 2 meter rule from other groups. Designated members of SLT and premises team to check all doors are closed in the event of a fire alarm.</p> <p>Monitored by Head teacher and SLT, Site Manager and Premises officer</p>

First Aid provision	Staff Pupils, Visitors	<p>Staff allocated to each class 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 & dried and any points of contact, and the affected area cleaned and disinfected.</p>	3	3	9	Monitored by Head teacher/SLT/Site Manager
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Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Guidance for educational settings <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- 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>
- What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting
- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>
- Check if you have coronavirus symptoms
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Some of the guidance is awaiting updates by the Government in line with the easing of some lockdown measures.

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			<div>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.</div>			
HIGH RISK		15-25		Immediate Management Action						
MEDIUM RISK		9-12		Plan for Change						
LOW RISK		1-8		Continue to Manage						
Likelihood (A)	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		Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	1 Very Unlikely / Rare	1	2	3	4	5		Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic		Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.
	Impact (B)						<div>Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.</div>			
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.										
							Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
								Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
								Probable / Likely	4	Event is MORE THAN LIKELY 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	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
								Unlikely	2	Event NOT EXPECTED . 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	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.