

Risk Assessment – Covid-19 (Autumn Term Reopening)		10-7-20	Southway Primary School
Responsible Person	Mr Alex Blackman		
Other Persons Involved	Dan Austin (Union Rep & staff member), Joe McIntosh (H&S Union Rep & staff member), SLT		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

Details		
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 		<p>Are Control Measures in Place?</p> <p>Yes</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Individual risk assessments (one currently) will be updated upon return to school in line with the latest guidance at that time. • Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • To support the testing process, the school have been provided with a supply of home testing kits • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • To support the testing process, the school have been provided with a supply of home testing kits. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation 		

			that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of local procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. • Parent access to the school building to be limited to main entrance lobby (with social distancing signage and markings in place) but parents to be encouraged to communicate with school via email/phone. 		
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. • Pupil isolated in secure area is GROUP ROOM if awaiting collection, to enable monitoring of child from a safe distance with windows open for ventilation, or if that room is unavailable then either the courtyard space or first aid room, where an adult can supervise child from appropriate social distance, in line with government guidelines. • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings <i>The waste from that space will be double bagged and removed.</i> • <i>If anyone feels unwell, the office can be informed immediately via the internal phone system.</i> 		

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Practices built into school behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school. • School provides tissues and sufficient bins to support disposal of waste. • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Face coverings in school not recommended but are required for those >11 yrs using public transport – will require control on entry. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • On arrival, all pupils will use pod-based anti-bac to sanitise their hands. • Swing bins have been purchased for each classroom to ensure the contents of bins are stored safely before emptying. • Hygiene packs will be provided for every classroom that is in use containing anti-bac spray (to be stored out of the reach of children), cloths, disposable gloves/aprons etc. to enable pod staff to wipe surfaces during the course of the day as required. All classrooms will also be well stocked with boxes of tissues and the children will be reminded about ‘catch it, bin it, kill it’ routines and sneezing or coughing into the crook of their elbow necessary. Good handwashing routines will also be regularly enforced and modelled throughout each day. • All classrooms have sinks and soap available throughout the day and children will be directed to wash their hands thoroughly after play, before and after lunch as routine and at any point during the day it is required e.g. if they sneeze etc. • Admin staff who handle post/money/another person’s belongings will be reminded and expected to wash their hands thoroughly after doing so. • Gloves and aprons are available to first aiders at all times and the staff briefing on 1.6.20 reminded these staff about the importance of using these routinely with appropriate disposal in the relevant bins. (This waste is routinely double bagged and cleaners will be reminded of the need for this). Masks are not expected to be required for general first aid but some are available in school for use if required. 		
---	--------------------------------	---	---	--	--

Grouping (key principles to be applied)

- Schools to do all they can to minimise contacts and mixing while still delivering the curriculum.
- Aim to reduce contact between staff and pupils
- Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings.
- Focus likely to be on groups for younger children, and distancing for older children.
- KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory.
- Early years settings no longer have limits on group size (from 20 July).
- Keep groups apart as much as possible.
- In shared environments/equipment increase cleaning frequencies.
- Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted.
- The larger the group, the more robust the other controls need to be.
- No expectation that young children distance within their groups.
- Partial fulfilment of these aims acknowledged as being of benefit.
- Siblings can be in different groups.
- All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.
- To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.

Details of local arrangements:

- Pods size is a class of children and mixing of pods will be avoided whenever possible.
- Pupils on the ground floor of the building will have direct access to the outside area from their classroom and so will not need to enter the main building beyond their classroom other than to use the toilet (Y1-6). Pod staff will ensure that all children in their pod have the opportunity to use the toilet on a timetable throughout the day e.g. before break, before/after lunch etc. Any incidental toilet use in between will be monitored as closely as possible to ensure no more than 2 children visit the toilet at one time and from the same pod. There will be a one-way system in

			<p>place for moving around the ground floor of the building. Lunch arrangements will minimise movement around the building by locating lunch trollies in shared areas outside pods so that 1 pod can collect a school lunch at a time and return to the classroom to eat. All children with home packed lunches will remain in the classroom to eat and their lunchbox will be stored in the classroom too to avoid unnecessary movement, crowding or risk of mixing pods.</p> <ul style="list-style-type: none">• Staff operating across multiple pods, for the safe and effective operation of the school, is minimised wherever possible.		
--	--	--	--	--	--

		<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Primaries and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Pods size is a class of children and mixing of pods will be avoided whenever possible. • The children will be in full school uniform and are permitted to bring a bag containing their water bottle, lunch box (for those who wish to), school iPad (Y5 & 6 only or Chromebook (selected pupils only), a reading book (from home/class library), PE Kit and a coat/sun hat (depending on the weather). Nothing else will be allowed to be brought in from home. Water bottles and books will be stored on individual workstations. Y 1 & 2 lunchboxes are brought into classrooms. All other belongings will be stored in individual lockers. Access to these lockers will be on a rota so that class pods do not mix in the shared areas outside classrooms. Reading books that are returned to the class must be placed in a box or cupboard for at least 72hours before being used again. • All children from Y1-Y6 will be provided with individual stationery packs on their workstations. These will include a pencil, rubber, ruler, mini whiteboard and pen and (if required) a small pack of colouring pencils to significantly reduce the need to share resources. • With the exception of EYFS, children will sit 2 to a desk, seated side by side, and facing the front of the classroom. 		
		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies/worship, one group at a time. • Timetable to keep groups apart and minimise movement around the site as much as possible. • Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed. • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • If team meetings etc. are planned, they will continue via Skype/Teams as far as possible. If meetings between staff need to happen in school, strict social distancing will be observed at all times and the organiser of the meeting will ensure the planned meeting space/seating enables this to happen. 		

			<ul style="list-style-type: none"> • There will be a timetable to ensure all pods from Y1-Y6 have their own outside time on one of the outside areas so that no 2 pods are sharing the same space at one time. Climbing equipment will be closed to reduce the risk of transmission. Early Years pods (Nursery and Reception) all have a pod designated, self-contained outside area and so their outside times can continue to be flexible without risk of the pods coming into contact with each other. Outside equipment in EYFS will be kept to a minimum and either sanitised daily or stored for at least 48 hours (72 hours for plastic items) following use before being put out for children to use again. Each pod from Y1-Y6 will have their own small box of outside resources e.g. balls, skipping ropes to ensure children from different pods are not using the equipment. • All children will remain in their pod bases to eat their lunch. A hot lunch trolley based in EYFS shared area will serve each EYFS and Y1 pod (one at a time). A trolley based in KS1 shared area will serve each Y2 & 3 pod (one at a time). A trolley in Y4 area will serve the Y4-6 hot dinners. • Assemblies will be delivered virtually into pods. These may be live Teams broadcasts or pre-recorded assemblies that can then be discussed in classes. Singing is not allowed. • Each pod will have regular timetabled opportunities to use the toilet throughout the day e.g. before break, before lunch and after lunch. If children need to go to the toilet at other times, adults will make every effort to monitor the use of the toilets to ensure that only children from the same pod (and only 2) are using the toilets at one time whenever possible. Children will be expected to wait outside the toilet area if they get to the toilet and others are already in there. • Fire evacuation drill in the Autumn Term is an announced drill – this will be completed on a class by class basis without sounding the main alarm to avoid unnecessary risk of pods mixing during the evacuation. In the event of the fire alarm sounding and it not being a planned drill, the normal evacuation procedures would be followed. • Staffroom space is used primarily for a ‘take away’ service for drinks etc although use of some of the seating will be possible – some seats will be marked with a taped cross to reinforce social distancing. 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control ‘Clean hands more often than usual’ which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. <p>Details of local arrangements:</p>		

			<ul style="list-style-type: none"> • Start times for pupils have been staggered to reduce the number of people on site and to reduce the opportunity for children from different pods to mix before school. Communications with parents have stressed the importance of ensuring they supervise their child to reduce contact with other children before school. Multiple main entry points to the site have also been established (Reception/Y1/Y2 use main gate, Y3 main hall door, Y4 front door, and Y5&6 use service yard route) to reduce the risk of social contact and a keep left system will be implemented to ensure those arriving on site and leaving are keeping their distance from each other. • There is a staggered end to the day for different pods of pupils and numerous exit points from the building will be used to reduce the social contact at the end of the school day. Children will also use the main gate (Reception/Y1/Y2), hall fire exit (those pods in Y3), main entrance (Y4 classrooms) and service yard route (Y5/Y6) to disperse the number of people required to be in one place on the school site at any one time. There will be clearly demarcated floor markings to encourage parents to socially distance while waiting too and communications with parents have reinforced the expectation that parents/children leave site promptly. SLT will be on duty to encourage this and remind about social distancing too. 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. <p>Details of local arrangements:</p>		

			<ul style="list-style-type: none"> • All children from Y1-Y6 will be provided with individual stationery packs on their workstations. These will include a pencil, rubber, ruler, mini whiteboard and pen and small pack of colouring pencils to significantly reduce the need to share resources. • Any classroom resources that are used within the pod will be cleaned regularly. • The children will be in full school uniform and are permitted to bring a bag containing their water bottle, lunch box (for those who wish to), school iPad (Y5 & 6 only or Chromebook (selected pupils only), a reading book (from home/class library). PE kit and a coat/sun hat (depending on the weather). Nothing else will be allowed to be brought in from home. Water bottles and books will be stored on individual workstations. All other belongings will be stored in individual lockers. Access to these lockers will be on a rota so that class pods do not mix in the shared areas outside classrooms. Reading books that are returned to the class must be placed in a box or cupboard for at least 72hours before being used again. 		
			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible • If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). • DfE to publish further guidance for LA provided transport. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • No plans to use dedicated school transport. 		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Staggered start and finish times • Walking and cycling is promoted, and the school has a dedicated cycle path and cycle store for bikes and scooters. • No >11 yr olds attend the school. 		

<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups. Superfluous resources will be stored in small group rooms or shared areas (where this can be done safely). • One way system implemented in corridors and on stairwells - Arrows are indicated on the carpet where a one-way system is in place. • Demarcating playground space to help with group management? Playgrounds are visibly divided to prevent classes mixing wherever possible. • Demarcating staff rooms or other areas where adult may congregate. Staffroom space is used primarily for a 'take away' service for drinks etc although use of some of the seating will be possible – some seats will be marked with a taped cross to reinforce social distancing. • Review access to print rooms/photocopiers ideally limiting to one person. The repro room is limited to one in/one out use. • HVAC system switched to fresh air mode The vents in classrooms and the hall will be open whenever possible. There is no air conditioning in the building. • Reduce occupancy for lifts – lift use will be limited to one person wherever possible. In the event of a child needing to be accompanied in the lift, this will be done by one of the staff members from the class pod wherever possible. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups • Removal of soft furnishings and soft toys or toys that are hard to clean -Classrooms have all been adapted to remove soft furnishings and limit the resources that are accessible to those for that day's learning/individual stationery etc. Unneeded cupboards and storage units will be turned towards the wall to ensure children don't help themselves to other resources. Superfluous resources will be stored in small group rooms or shared areas (where this can be done safely). • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together • Prohibit shared workstations if robust cleaning cannot be ensured between users – shared iPads and Chromebooks are cleaned after each use. Where 2 Assistant principals share an office, they are timetabled to use the space on different days and only 1 must be present at a time. • Complete and display the <i>Covid-19 Secure in 2020</i> poster 		
<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming back to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> • Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). • Communicate this risk assessment and its findings to staff and potentially pupils/parents. 		

			<ul style="list-style-type: none"> • Feed the determined approach into the communication strategy. • Staff have access to Group's occupational health and counselling service • Publish the findings of this risk assessment on the school website. • <i>The draft risk assessment and re-opening plan were shared with SLT, NEU school reps (general rep and health and safety rep) and reviewed against NEU checklist initially and then a summary of the main points of risk assessment/re-opening plan was shared with all staff via bulk mail. These documents have also been shared with LGB. Follow up meetings have been held with NEU rep and SLT members where staff queries/anxieties have been fed back to these representatives and discussed.</i> • <i>Staff health survey was distributed and also included a text box to enable staff to share any other concerns or anxieties they might have with the HT.</i> • <i>Advice has been sought from HR by HT regarding specific circumstances of individuals.</i> • <i>UL template letters which have been distributed to parents have also been shared with all staff for their information via email.</i> • <i>HT has spoken to the small number of parents who have contacted school directly with particular concerns or queries and explained the school's approach and outlined the measures taken.</i> 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. • If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. • <i>Cleaning teams will carry out 2 cleaning rounds per day (additional middle of the day round and standard after school one). The middle of the day round will focus particularly on toilet areas, communal door furniture/handrails and emptying of classroom bins as required.</i> • Pod staff will have access to hygiene baskets including anti-bac spray, cloths, disposable gloves and aprons in their bases should they need/wish to use them during the day. There is no requirement to do so but union reps communicated that it was felt the option would be reassuring to staff who wished to do so. • Early Years staff will be best placed to organise the soaking/washing of their resources at the end of the day as they will have a good knowledge of what has been used. This is also standard practice for EY staff (although not daily) during routine maintenance of their resources. If Early Years staff would like additional support with this they must communicate this to the Premises Officer and/or HT. 		

<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. • <i>PE lessons/dance lessons led by the sports coach/dance teacher will ideally happen outside and pod staff accompany the children from and to the building. The sports coach/dance teacher will maintain social distancing from the group as far as possible to enable them to work with different pods (one at a time). If weather is not good, sports coach/dance teacher will lead sessions in the hall spaces but from a demarked zone away from the children.</i> • <i>Where practical lessons are planned, they will only be delivered within the pod and so social distancing will be less of a consideration, although older pupils will still be encouraged to work at a distance from each other.</i> • <i>Where pod staff (non-specialist) are delivering PE lessons, these will take place outside as far as possible to reduce the risk of infection. If any PE lessons need to take place in the hall, they will be limited to 1 pod at a time (per space e.g. 1 in studio and 1 in main hall) and will involve limited (if any) use of equipment. Any equipment that is used will need to be sanitised before being put away.</i> <ul style="list-style-type: none"> • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. 		
<p>Intimate Care/Higher Dependency Pupils</p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • <i>Very few children who attend school are likely to require intimate care. This is always carried out with 2 adults present for safeguarding purposes but only one adult would need to be in close proximity to the child and therefore wearing PPE as long as the other adult could be present from an appropriate social distance. If appropriate social distancing is not possible in the space, the pair of pod staff should support the child, having called SLT to supervise the remaining children (ideally from a social distance e.g. the classroom doorway, if possible.)</i> 		
<p>Failure to follow local rules</p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Expectations have been communicated to union representatives and SLT through consultation process. They have also been communicated to all staff through circulation of risk assessments and further opening plan. • Staff been trained trained by HT (in small, socially distanced groups) throughout the day on 1.6.20 (INSET day). HT will make clear expectations regarding appropriate social distancing between adults at all times around school and the responsibility of everyone to remind colleagues where an oversight occurs. A reminder session is built into the INSET at the start of the new term. 		

			<ul style="list-style-type: none"> • Signage displayed throughout the school site (both inside the building and on the playgrounds) will remind people of the need to social distance, as will relevant floor markings and signage specifying limits of people in particular areas e.g. repro room, staff room etc. • Communications with parents will also make clear these expectations both in written communications and SLT presence on the playgrounds etc. • Training/reminders for children will form part of daily routines in each pod - reinforced on a daily basis along with good handwashing routines etc. • If staff intentionally and persistently disregard local rules, this will be addressed through their line manager in the first instance. If behaviour continues it could result in disciplinary action. • If children intentionally disregard local rules, this will be managed through sanctions such as minutes deducted from outside time etc. as per the school's behaviour policy. There will be prompt communication with parent via the pod staff and escalating to SLT if required. If behaviour continues, exclusion may be used to ensure the safety of the child and other children and staff in school. • Where failure to follow local rules results from a child's lack of understanding of the situation, pod staff will ensure that this is explained on a group or individual basis as appropriate and could include the use of social stories to clarify. Parents will also be asked to reinforce this understanding with the child at home. 		
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head by 3rd September. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) • <i>Head to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern</i> • <i>As school has been open throughout, necessary servicing e.g. sprinkler systems etc. has taken place and so there is no slippage in maintenance requirements. Weekly fire alarm/water tests have also been carried out throughout term time as have weekly site checks.</i> 		
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes to be included in Jon Cole's Heads Bulletins. • Headteacher to ensure that all relevant guidance is followed and communicated • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email • Any lapse in following the national/group guidelines and advice is recorded in detail to aid any track and trace requirement. 		

Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed • Fire safety procedures amended to support COVID-19 arrangements – drills will be conducted on a class by class basis, without sounding the main alarm to avoid unnecessary risk of pods mixing during the evacuation. In the event of the fire alarm sounding and it not being a planned drill, the normal evacuation procedures would be followed. • Staff training scheduled monitored and any slippage identified is reported to the HT. • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS. 		
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. • Furloughed staff to have keep in touch days with their line manager • <i>Staff have access to Group's occupational health and counselling service</i> 		

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Spaced staffroom seating - to be marked with X to encourage social distancing	3.9.20	2.9.20	AB

Assessment completed by:	Alex Blackman	Date:	14-7-20	Date of next review:	18.9.20
--------------------------	---------------	-------	---------	----------------------	---------

Reviewed:

31-8-20 No change

3-9-20 No change

7-9-20 No change

11-9-20 Changes made: 1) updating the period of isolation to 10 days to be inline with latest guidance 2) Altering the isolation room location to a larger room with better ventilation

3) Y1/2 lunchboxes brought into classes to reduce bubbles passing each other in the shared space