

Fire and Risk Management Services

Risk Assessment Form

Assessor: Nick O'Sullivan & Kate Mather	Date: 4th Jan 2021	Activity: Operating a Primary School for all pupils	Location: Ludlow Primary School		
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles or Face Shields*		Other equipment used during activity: Cleaning equipment + bleach based cleaning products	
Persons exposed (please tick):	Employees	<input checked="" type="checkbox"/>	Pupils	<input checked="" type="checkbox"/>	Public
				<input checked="" type="checkbox"/>	Others
					<input checked="" type="checkbox"/> Expectant Mothers
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.					
Physical Injury Hazards		Physical Agents and Hazardous Substances		Miscellaneous	
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/>	Display Screen Equipment	
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/>	Hot work/fire hazards	<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration	
Fall(s) from height		Noise		Restricted access	
Slips, trips and falls from the same level		Pressure systems		Manual handling	
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working	
Contact with cold objects		Lasers		Confined spaces	
Contact with hot objects		Flammable liquid/solids		Waste produced by activity	<input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature		Stress	<input checked="" type="checkbox"/>
Impact with objects				Posture	
Physical attack				Unauthorised entrance to site	<input checked="" type="checkbox"/>
Finger “nips”					
Danger to others from failure of pupils/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>				

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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Children/ Staff	<ol style="list-style-type: none"> Shielding advice for all adults and children who were designated as being CEV will resume on 5 November 2020. They will be offered the opportunity to work from home or stay away from School; Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education; A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School; Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <u>clinically-</u> 	5	3	15	H	1. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.	<p>05/11/20 One member of support staff in receipt of email advising to work from home or stay home if working from home is not possible.</p> <p>06/11/20 Another staff member also isolating</p> <p>Shropshire HR Advice Team Coronavirus Frequently Asked Questions for staff in Schools and Academies (as at 13/07/2020)</p> <p>05/11/20 One pregnant</p>

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			<p><u>vulnerable people</u> which will be kept updated. If the person also has significant heart disease, this would move them into the CEV category, and they should be offered to work from home or stay away from School if they so wish.</p> <p>5. A child/young person or a member of staff who lives with someone who was defined clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School or childcare setting.</p>				<p>member of staff does not fall into the CEV category and will carry on working in school. Discussed with KM. Staff member now on MAT.Leave – 4.1.21</p> <p>A plan is in place to offer remote education See document: September 2020 Returning to School Protocol and Procedures. Sent to all staff and parents 14.720 KM/MH/NG (3.9.20)</p> <p>Training for teaching through Microsoft Teams took place in September 2020.</p>
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									<p>An audit of all pupils' access to equipment and internet took place</p> <p>All staff sent a H&S vulnerable employee checklist on 26/06/20 and asked for it to be completed and returned, if appropriate.</p> <p>School will continue with Breakfast Club</p> <p>4.1.21 – email to all staff members regarding current school position in regards to national picture and local Tier 3 rating. Guidance suggests that restrictions and protocols are</p>
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									similar to those pre-Christmas break. Staff asked to reply with concerns/wishes to work with greater distancing etc. especially if considered vulnerable. 3 staff isolating as a result.
Persons entering site with COVID19 symptoms	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. Staff, children & pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household or via receiving an alert from the NHS 'Test & trace' process; 2. School & Nursery settings do not need to take children/ pupil's temperatures every morning.	4	2	8	M	1. Remind parents & staff that the 10-day self-isolation period for persons displaying symptoms is still current. New government guidelines On Monday 14 December , the change to the isolation period from 14 days to 10 days for COVID19 contacts will apply to all those who are currently self-isolating including	Letters to parents and staff 20/05/20 and 21/05/20 respectively. Information provided to parents and staff in 'September 2020 Returning to School Protocol and Procedures' Dated July 2020 A reminder was sent at the start

								those who commenced self-isolation before Monday 14th December 2020. Self-isolation periods will begin on the day after exposure, a test or the start of symptoms. The NHS Test and Trace service will tell people to self-isolate for 10 days instead of 14 days from Monday 14th December 2020. In the event of any confusion, Government have indicated that the advice given by NHS Test & Trace must be followed & take primacy.	<p>of term and informed of change of isolation period from 7 to 10 days (KM/MH 3.9.20)</p> <p>Parents informed by Class Dojo 14.12.20</p> <p>All visitors will be given a leaflet to read on entry to school outlining school procedures. 15.7.20</p>
COVID19 virus being accidentally brought onto the site.	<ol style="list-style-type: none"> 1. Transmission of COVID19 to the School/ Nursery community; 2. Some BAME children/ pupils & staff members are statistically at 	Children/ Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. School Management will notify pupils & parent and staff of the process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their 	4	2	8	M	<ol style="list-style-type: none"> 1. Where Classroom settings can keep children and young people in these groups away from each other, they should do so. Brief, transitory contact, 	<p>KM – guidance given to staff and classrooms re-arranged and de-cluttered to comply with DfE guidance w/b 18/05/20.</p>

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	higher risk;		<p>face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom;</p> <p>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. The hand washing times should be:</p> <ol style="list-style-type: none"> When arriving at School; Returning from breaks; When they change rooms; Before & after eating; Support those pupils who may need assistance in washing their hands 			<p>such as passing in a corridor, is low risk. With younger pupils or pupils with complex needs, this may not be possible at all times therefore staff should avoid face to face contact and minimise the time spent within 1-metre of anyone;</p> <p>2. School will be resuming Breakfast Clubs. If it is not possible to keep pupils in the same Class or Year groups, then consistent groups in the Clubs will be adopted;</p> <p>3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement</p>	<p>DfE hand & respiratory posters displayed in all classrooms and communal areas. Lidded bins provided for all classrooms. Timetable arrangements in place – letter to parents 20/05/20 and 13/07/20 Class preparation checklist distributed to teachers 15/05/20. Social distancing markers on drop-off and collection points.</p> <p>Staggered starts and breaktimes outlined to parents and staff in letter dated</p>
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			<p>effectively;</p> <p>3. School Management will update pupils, their Parents and staff on the required behaviour policies. This will be undertaken as soon as practicable in the Autumn Term with the consequences for poor behaviour & deliberately breaking rules, including the likely sanctions;</p> <p>4. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p> <p>5. Cleaning frequently touched surfaces e.g. books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</p> <p>6. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break & lunch times). Adequate time will be allowed for cleaning surfaces in the Dining areas;</p>					<p>around the school or nursery building;</p> <p>4. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/ staff;</p> <p>5. Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</p> <p>6. Lidded Bins for tissues are emptied throughout the day;</p> <p>7. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school</p>	<p>SLT 15/07/20.</p> <p>No school visitors on site without prior arrangement. Parents to contact school by telephone or email – letter to parents dated 20/05/20 and September school re-opening document 15/07/20</p> <p>Behaviour Policy updated and shared on website and with staff 14.7.20</p> <p>Pupil lunch to be in classrooms for the Autumn term. Lunch arrangement parent letter 17.7.20 05/10/20</p>
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			<p>7. In the School/ Nursery Reception area, mark out a 2-metre exclusion zone OR use barrier screens for any visitors to remain behind whilst dealing with staff. A record of all visitors to a School setting must be maintained. Contractor visits outside school hours being the preferred option; School will suspend parent & care visits for:</p> <ul style="list-style-type: none"> a. New admissions; b. Settling-in children new to the setting; c. Attending organised performances; <p>8. For smaller Primary schools, individual classes/ years should be normally be their own 'bubble' or group. In larger Primary Schools, the individual class will form the individual 'bubble' or group. This may produce situations where siblings are in different groups;</p>			<p>management if they are advised to socially isolate for 14 days because of a contact alert;</p> <p>8. Staff & Parents aware of their responsibility to inform school management if they required to 14-day household isolate because of recent travel from countries outside Travel Corridors e.g. France & The Netherlands on 15/08/20 and Croatia on 22/08/20 etc. Government guidance can be found at https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors;</p> <p>9. Supply teachers, peripatetic teachers and/or other</p>	<p>Hot lunches re-introduced for all pupils in Year R– 6. Pupils dine in the school hall in their year group.</p> <p>Visits suspended for new admissions, settling-in and no performances will be organised.</p> <p>No pupils arrive via public transport; therefore, we do not anticipate any children arriving in school with face masks. Wearing a face covering or face mask is not recommended inside primary schools by the Government.</p>
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			<p>9. Teachers and other staff <u>can</u> operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;</p> <p>10. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Where space allows, we will attempt to seat pupils side by side and facing forwards, rather than face to face or side on. Pupils will be sat at the same desk each day;</p> <p>11. Pupil groups will be kept apart, meaning that large gatherings such as assemblies or collective worship with more than one</p>			<p>temporary staff can now move between schools. The persons concerned should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual;</p> <p>10. Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	<p>Hand-washing schedule in document to parents 15/07/20 (SLT 15.7.20) Parents informed that it may not be possible to keep pupils attending Breakfast Club in year groups, but the groups will be consistent and limited to a max. of 15 and social distancing will be practised as much as possible.</p> <hr/> <p>(SLT 4.9.20)</p> <p>Additional posters and wellbeing lessons will be taught to ensure good respiratory hygiene. Teaching staff will continue to promote good</p>
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			<p>group, will be suspended until further notice;</p> <p>12. Wearing a face covering or face mask inside primary schools is not recommended by Government;</p> <p>13. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home. A fluid resistant (IIR type) face mask must be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask must be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (goggles or face</p>		<p>11. Forest school will resume w/b 21.9.20. Additional measures required: Same volunteers who are aware of the Covid protocols, equipment for each bubble (Nursery/Reception) which is then cleaned afterwards – this includes spare clothing, additional handwashing.</p>	<p>hygiene. SLT 3.9.20</p> <p>Already agreed school student placements will continue. No further placements will commence during the Autumn term</p> <p>Volunteers have not returned to school.</p> <p>4.1.21 – in response to Tier 3 and a growing concern nationally, the school requires staff to wear face masks when there is potential for a face-to-face meeting with parents e.g. receiving/ escorting children</p>
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			<p>shield) should also be worn;</p> <p>14. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>15. Ensure that all adults and children are aware to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands-on arrival at the School/ Nursery, after using a toilet, after breaks, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for pupils and children who have trouble cleaning their hands 					<p>on site.</p> <p>PPE: 2 pairs of goggles and face shields placed on each site. 28.8.20</p> <p>School behaviour policy addendum to ensure all policies are adhered to by all pupils: 24.5.20 and will be shared again at the start of the autumn term. Behaviour policy reviewed with addendum included MH 13.7.20 The current twice daily cleaning regime will continue next term with the use of bleach and antiviral</p>
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			<p>independently;</p> <p>16. The School usual uniform policy will resume, with parents notified that pupil uniform does not need cleaning any more often than usual or cleaned using different methods from normal. With ventilation being maximised, pupils & staff are encouraged to wear extra layers of clothing to ensure comfort on colder days;</p> <p>17. Maximise natural & mechanical ventilation throughout the school/ nursery setting. Any doors wedged open must be managed e.g. not left open when School is unoccupied. When the room is unoccupied e.g. break & Lunchtime, all windows & doors should be opened to maximise the throughput of fresh air;</p> <p>18. Accessing Classrooms directly from outside where possible * See local signage</p>					<p>disinfectant where appropriate in accordance with the most recent guidance. Each classroom will have its own disinfectant spray, cloth and lidded bins. As well as the twice daily cleaning done by cleaning staff, staff within the classroom will also empty the lidded bins (if required) and clean items used and touched surfaces at least twice a day. (EB and cleaning staff)</p> <p>A minimal number of items were returned to the classroom in</p>
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			<p>at the School;</p> <p>19. Stagger the following activities so that all children are not moving around the school/ nursery at the same time:</p> <ul style="list-style-type: none"> a. Assemblies; b. Break times including lunch. Dining areas must be cleaned between groups; c. Drop-off & collection times; d. Place divider markings down the middle of the corridor to keep groups apart as they move through the School/ Nursery setting where spaces are accessed by corridors; e. Monitor that toilets & cloakrooms do not become crowded by limiting the number of children who use the toilet facilities at one time; <p>20. Parents/ Carers notified that if their child needs to be</p>						<p>readiness for September. Soft furnishings etc. will not be returned to the classroom.</p> <p>Starting times, breaks and lunches will be staggered for each year group. Site entry restricted to one entrance on both sites. (SLT 3.9.20)</p> <p>Parent letter sent 14.7.20</p> <p>Staff briefings will take place in the school hall or outside ensuring social distancing is adhered to. (SLT)</p> <p>Limited use of staff room – see</p>
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			<p>accompanied to the School or Nursery setting, only one parent/ carer should attend;</p> <p>21. Parents/ Carers and young people are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>22. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>23. Stagger the use of staff rooms and offices to minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>24. Canteens, School Kitchens and School meal providers will resume supply from Autumn Term. There is specific guidance for</p>					<p>staff information sheet for details. Staggered breaks / lunches for all staff</p> <p>Staff and parents informed of test and trace in 'Returning to School Protocols and Procedures dated July 2020'</p> <p>Staff and Parents informed of changes occurring over summer holidays in back to school letter 3.9.20 (SLT)</p> <p>Each year group will be its own bubble.</p> <p>Guidelines for staff during working hours</p>
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			<p>Canteens & School meal providers for them to observe;</p> <p>25. Pupils and Teaching staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development;</p> <p>26. Individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared;</p> <p>27. Classroom based resources, such as books and games, can be used and shared within the pupil group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and <u>always</u></p>					<p>issued to all staff 21/05/20</p> <p>Shropshire HR Advice Team Coronavirus Frequently Asked Questions for staff in Schools and Academies (as at 13/07/2020)</p> <p>Government advice has been sought (telephone call to DfE 06/07/20) re sharing of toilets by different year groups (bubbles). This is allowed providing the year groups do not use the toilets at the same time. This is relevant to Year 3 & 4 and Year 5 & 6.</p>
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			<p><u>between classes/ bubbles</u>, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups;</p> <p>28. Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</p> <p>29. Outdoor playground equipment can now be used but will be more frequently cleaned;</p> <p>30. For Physical activities, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous</p>						<p>PPE will be worn as recommended by the government in required situations. Staff issued with instructions on how to wear PPE 21/05/20. There is adequate handwashing facilities and sanitiser is also available in all areas. (EB and cleaning staff – ongoing) Handwashing regime in place; shared with staff, parents and children; letter dated 20/05/20 - posters displayed and teachers will re—enforce the message. Classrooms will be ventilated.</p>
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			<p>attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise;</p> <p>31. School Management have noted that there may be an additional risk of infection in environments where pupils or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting participation to that Class or bubble, using areas of School with high ceilings, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place</p>						<p>Barrier screen fitted at Sandpits Road. Glass window dividing visitors from staff at Clee View reception. EB 3.9.20</p> <p>Pupils will sit side by side, 2 to a desk and facing forward. Teachers - ongoing Assemblies will be for year groups only with strict hand-washing before and after entering the hall.</p> <p>Guidelines for treating someone with symptoms outlined in 'September 2020 Returning to</p>
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			<p>in larger groups such as whole school choirs and ensembles, or whole school assemblies;</p> <p>Floor tape or paint to mark areas to remind staff to keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment must be cleaned in between users;</p> <p>32. If staff meetings are necessary, keeping all attendees 2-metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>						<p>School Protocol and Procedures’ distributed July 2020. DfE guidance will be followed with regards to isolation, first aid, Covid19.</p> <p>Adults and children informed of the need for hand washing in letters dated July and September. KM/MH 3.9.20 All visitors will sign in at reception and leave their contact details. These will be retained for 21 days as per Government requirements. Disposable Visitor Stickers will be issued rather</p>
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									<p>than badges.</p> <p>Staff are asked to limit the number of individuals in the staff room to 4.</p> <p>2m distance posters are displayed around the school.</p> <p>If at all possible, essential maintenance and routine checks will take place either before or after school.</p> <p>EB 3.9.20</p> <p>No school visitors on site without prior arrangement.</p> <p>Parents to contact school by telephone or email – letter to parents dated 20/05/20 and</p>
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									<p>again dated 13/07/20 School routine guidance to staff will include points 17, 18 and 19.</p> <p>Where it is safe to do so, doors will be held open. Windows will be opened where practical.</p> <p>Staggered arrival, departure and break times.</p> <p>Year group assemblies take place in the hall.</p> <p>Letter sent to parents re drop off and collection times and addressing point 20-22. KM/MH 3.9.20</p>
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									<p>Parents of Sandpits Road pupils reminded by KM through Class Dojo to stick to allocated times for arrival and departure and to disperse after dropping off their children rather than congregating in groups. 04/11/20</p> <p>Staff guidance document will inform staff of need to distance in staffrooms.</p> <p>As currently happens, pupils will have their own tray with all the stationery items they will need to avoid sharing.</p>
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									<p>Classroom based staff will continue to clean items and surfaces at least twice a day.</p> <p>Large spray can and disinfectant will be used to spray outdoor PE equipment which may be shared between bubbles after an appropriate period of time.</p> <p>Teachers/LA - ongoing</p> <p>Assemblies/classes will not include singing or choral speaking for the autumn term – unless outside.</p> <p>KM/MH/teachers</p> <p>Shared workstations will be cleaned in between different users.</p>
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									<p>Wipes or spray will be provided for this purpose. MS/SB/EB - ongoing</p> <p>Staff meeting will continue to take place on TEAMS if necessary.</p> <p>Staff guidance asks staff to use sanitiser when signing in.</p> <p>BAME pupils have been contacted.</p> <p>KM/MH 3.9.20 No BAME staff.</p> <p>4.1.21 – Staff to revisit the protocols for hand-washing and distancing with children on first day in January.</p>
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												<p>Staff reminded of agreed numbers in shared areas. PPA can be taken at home or in agreed ventilated spaces with no through human traffic. Letter to parents requiring masks to be worn for drop off/pick up on Sandpits Road site and advised for parents on cV site (Advised because parents are waiting on public property) Pre-arranged visitors to site (key to school operations and improvement e.g. SIP and DHMAT advisors) are to continue.</p>
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<p>Transport & journeys to/ from School/ Nursery</p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ Pupils/ Staff/ Others</p>	<p>1. School Management encourages parents and children & staff to walk or cycle to their school/ nursery where possible; 2. School Management will ensure that transport arrangements cater for any changes to start and finish times; 3. Government advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre+’ approach where this is not possible, will not apply from the Autumn term on pupil dedicated transport; 4. School Management will liaise with transport providers to ensure: a. Pupils are grouped together on transport, where possible, should reflect the groups that are adopted within School;</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<p>School/ Nursery Minibuses should not use ‘face to face’ seating layouts.</p>	<p>Transport N/A. No transport for school commuters and no trips planned in where transport is required.</p> <p>Parents requested to have 1 adult only accompany the child to school in letter to parents 20/05/20 and again in July 2020 SLT 3.9.20</p> <p>Parking restricted to one site (except for teaching staff) at Clee View.</p> <p>With the closure of Sandpits Road due to sewer works – parents</p>
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			<ul style="list-style-type: none"> b. Hand sanitiser is provided and used by pupils upon boarding and/or disembarking; c. Organised queuing and boarding are implemented, where possible; d. Social distancing <u>within</u> vehicles implemented, wherever possible, e.g. 2metres without mask, 1-metre with masks; e. Get written assurance from transport providers of details of their additional cleaning of vehicles programme; f. Get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; <p>5. When using minibuses/ coaches:</p> <ul style="list-style-type: none"> a. Substituting smaller vehicles with larger ones, or running 2 vehicles 					<p>will be notified and warned that they will have to 'Park and Stride'. Notice sent to parents from Amey (the main contractor) 10th July 2020.</p> <p>4.1.21 - Letter to parents requiring masks to be worn for drop off/pick up on Sandpits Road site and advised for parents on cV site (Advised because parents are waiting on public property) Parents also reminded of need for one adult only when dropping off and collecting.</p>
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			<p>rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> <p>b. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p>						
<p>Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.</p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ Pupils/ Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough or high temperature (37.8°C) or anosmia in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment. PHE will be revising their Guidance on this aspect during Autumn 2020;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. Home test kits will be made</p>	<p>Included in ‘September 2020 Returning to School Protocol and Procedures’ guidance and risk assessment shared with staff, July 2020. SLT 15.7.20</p> <p>Covid19 guidance shared with all staff and parents letter dated 20/05/20 and in document above July 2020.</p>

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			<p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was</p>				<p>available to Schools during the Autumn Term;</p> <p>3. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.</p>	<p>Staff meeting 21/05/20.</p> <p>PPE guidance issued 21/05/20 and again Sept 2020. SLT 3.9.20</p> <p>Designated room for pupils; Leaf at Sandpits Road and Reception area at Clee View.</p> <p>Adequate number of named first aid trained staff on both sites. EB/MH 3.9.20</p> <p>DfE guidance will be followed with regards to isolation, first aid, Covid19 symptoms for staff and pupils.</p>
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			<p>unwell with a new, continuous cough or high temperature (37.8°C) or anosmia, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <u>must</u> wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant <u>must</u> occur, after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All staff and pupils/ children who are attending a school or nursery setting will have access to a test if they display symptoms of coronavirus and should get tested in this scenario;</p> <p>8. Where the child, pupil or</p>						<p>PPE in isolation room - on each site. All staff issued with guidance for wearing it.</p> <p>Poster created on doors of both rooms as reminder of the steps to follow MH 3.9.20</p> <p>SLT understand the Test and Trace process and know when to contact the local Public Health England health protection team. https://www.gov.uk/health-protection-team</p> <p>DFE guidance to be followed for all staff/children displaying</p>
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			<p>staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>9. Where the child, pupil or staff member tests positive, the rest of their Class or group within their Nursery should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms;</p> <p>10. Schools Management understands the NHS Test and Trace process and how to contact their local Public Health England health protection team https://www.gov.uk/health-protection-team</p> <p>11. School Management have ensured that staff members and parents/carers are</p>					<p>symptoms.</p> <p>Staff displaying symptoms to be referred for testing by school or they can book a test themselves following NHS guidelines: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ Where a child/ adult tests positive all staff and pupils in the class will be notified by the school and subsequently sent home and advised to self-isolate for 14</p>
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Fire and Risk Management Services

			<p>aware that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> a. Book a test if they are displaying symptoms. Staff and pupils must not come into School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit; b. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace; c. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for 						<p>days.</p> <p>Parents will be asked to request a test for their child if they are displaying symptoms. Parents asked to inform school if a test returns a positive result .</p> <p>School Management will contact the local health team if they are aware of a positive test result. We will follow all guidance issued.</p> <p>KM/MH/SLT - as needed</p>
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			<p>coronavirus (COVID-19);</p> <p>12. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test;</p> <p>13. School Management must take swift action when they become aware that someone who has attended School has tested positive for coronavirus (COVID-19). School Management will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS</p>					
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			<p>Test and Trace;</p> <p>14. If Schools has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and School Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>15. In some cases, our local health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>						
Educational visits	<p>1. Increased exposure to persons outside their community;</p> <p>2. Reliance on the visit environment being kept clean & appropriately cleaned;</p>	Pupils/ Staff	<p>1. Government advises against domestic (UK) <u>overnight</u> and overseas educational visits;</p> <p>2. Non-overnight domestic educational visits can resume in this Autumn Term providing a Risk Assessment which identifies the COVID19 secure measures being taken</p>	3	3	9	M	<p>If a School decides to make a trip into Wales, the local restrictions in that jurisdiction should be consulted before travel.</p>	<p>05/11/20</p> <p>No trips planned at the moment to Wales or anywhere else.</p> <p>Pioneer Centre residential trip postponed until</p>

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	3. Visit to areas subsequently designated as a COVID19 'hotspot'.		at the trip destination.						further notice. KF/LW - July 2020 EVC to ensure that a section is present on trip risk assessments that address COVID related issues – even if there are no considerations to be acted upon. MH 3.9.20
Stress upon staff members	1. Roles may be overlapping with greater demands in shorter term; 2. Parents may make increased demands upon staff.	Staff	1. Prioritisation of important tasks for the School/ Nursery community for that day/ week; 2. Regular feedback & updates for remaining staff as a group activity; 3. Staff kept informed of developments before pupils/ children & parent community; 4. Staff aware of need to report concerns to School Management; 5. Governing Body aware of the need to support	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.	Staff wellbeing included as an agenda item for each staff meeting – include LA/ancillary staff. SLT - ongoing Adequate staffing rota in place. There are sufficient staff available to cater for the increased numbers without impacting on

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			<p>Headteacher & Leadership Team.</p>						<p>other groups. Communication with staff will continue to be via email or Microsoft Teams. All letters to parents also shared with staff. Daily staff briefings as required. Copies of essential documents available in the staff rooms on both sites. Re-enforcement of parental guidance on using Class Dojo. 4.1.21 – email / Teams meeting with staff to gather initial feeling from changing national picture in relation to Union message regarding the</p>
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									<p style="background-color: yellow;">return to school post-Christmas 2020.</p> <p style="color: red;">SLT/staff - ongoing</p>
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S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher				
Print Name:		Signature:		Date:
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT	
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable	
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable		
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required	
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.				
Assessment Review				
Reviewed by:		Review date: Daily/ Weekly	Existing risk assessment valid? (Y/N):	
Has the activity changed? (Y/N):	How:	New controls:		

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Have new equipment or materials been introduced? (Y/N):	What:	New controls:
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