

<b>Area/Activity Assessed</b>	Primary School Phase 3 Reopening – COVID-19	<b>Responsible Person</b>	Headmistress
-------------------------------	---	---------------------------	--------------

<b>Persons Exposed</b>	<table border="1"> <tr> <td><b>Employees</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Contractor</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Young Person</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Expectant Mother</b></td> <td><input type="checkbox"/></td> <td><b>Visitors and/or Public</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Trespassers</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractor</b>	<input checked="" type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input type="checkbox"/>	<b>Visitors and/or Public</b>	<input checked="" type="checkbox"/>	<b>Trespassers</b>	<input type="checkbox"/>
<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractor</b>	<input checked="" type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input type="checkbox"/>	<b>Visitors and/or Public</b>	<input checked="" type="checkbox"/>	<b>Trespassers</b>	<input type="checkbox"/>		
<b>Frequency of Exposure</b>	<table border="1"> <tr> <td><b>Continually</b></td> <td><input type="checkbox"/></td> <td><b>Hourly</b></td> <td><input type="checkbox"/></td> <td><b>Daily</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Weekly</b></td> <td><input type="checkbox"/></td> <td><b>Monthly</b></td> <td><input type="checkbox"/></td> <td><b>Yearly</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Continually</b>	<input type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Continually</b>	<input type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>		
<b>Duration of Exposure</b>	<table border="1"> <tr> <td><b>Less than 1hr</b></td> <td><input type="checkbox"/></td> <td><b>1-2 hrs</b></td> <td><input type="checkbox"/></td> <td><b>3-4 hrs</b></td> <td><input type="checkbox"/></td> <td><b>5-6 hrs</b></td> <td><input type="checkbox"/></td> <td><b>7-8 hrs</b></td> <td><input type="checkbox"/></td> <td><b>More than 8 hrs</b></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input type="checkbox"/>	<b>More than 8 hrs</b>	<input checked="" type="checkbox"/>
<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input type="checkbox"/>	<b>More than 8 hrs</b>	<input checked="" type="checkbox"/>		

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

This Risk Assessments was implemented on the 23<sup>rd</sup> February 2021 by Compliance Education and checked by school’s Headmistress and SLT, School and School Governors.

It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance.

The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors, See the school Plan for further information on how these control measure will be implemented.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> <li>The building has been deep cleaned before reopening.</li> <li>All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19.</li> </ul> <p><b>As part of the Governments guidelines</b></p> <ul style="list-style-type: none"> <li>A home testing risk assessment has been produced.</li> <li>Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable.</li> <li>The child protection policy has been reviewed in line with government guidance. (led by their designated safeguarding lead)</li> </ul> <p><b>School Uniform</b></p> <ul style="list-style-type: none"> <li>School uniform will be worn by children attending school. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>Parents will be made aware due to increased natural ventilation pupils should have adequate clothing.</li> </ul> <p><b>Wrap around care</b></p> <ul style="list-style-type: none"> <li>We have resumed breakfast and after-school provision for all pupils where it is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training. Where possible, pupils will remain in their contact groups during breakfast or after school clubs.</li> </ul> <p><b>Contingency Plans</b></p> <ul style="list-style-type: none"> <li>For individuals or groups of self-isolating pupils, remote education plans are in place.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>Adequate ventilation has been provided whilst pupils and staff are on site.</li> <li>Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance.</li> </ul> <p><b>Fogging</b></p> <ul style="list-style-type: none"> <li>Fogging machines have been provided throughout the school to enable ongoing disinfection of the air in classrooms where</li> </ul>	4	2	8	

					<p>social distancing for the teacher is not possible and for use between bubbles</p> <p><b>Testing</b></p> <ul style="list-style-type: none"> <li>• PCR tests are available via the gov website or via local testing centres</li> <li>• Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will be either online or by telephone as indicated in the home test kit. Staff will also share their result, whether void, positive or negative, with their school to help with contact tracing.</li> </ul> <p>Further guidance for staff can be found in the link below;</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a></p>				
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> <li>• Current UK Government Travel guidelines will be followed.</li> <li>• Where necessary the Headmistress will instruct all pupils and staff who have travelled abroad to adhere to current government guidelines and “Self-isolate for 10 days at a declared UK address” where required.</li> </ul>	4	1	4	
3	Staff and Pupils who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or	4	4	16	<ul style="list-style-type: none"> <li>• The school has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus.</li> <li>• Where necessary the school has carried out Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</li> <li>• Staff and Parents will follow the advice given to them by their/or their child’s General Practitioner.</li> <li>• Staff and Parents have a responsibility to keep their/the manager/Headmistress informed of any changes to their/or their child’s condition or the advice given to them by their/or their child’s General Practitioner.</li> </ul>	4	2	8	

	they are from the BAME community.			<ul style="list-style-type: none"> <li>• The School have reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>• Temporary adjustments when necessary will be put in place.</li> <li>• Staff who are clinically extremely vulnerable will work from home where possible and not to go into work. Staff in this group will have been identified through a letter from the NHS or from their GP. Staff be supported, were possible to work from home during the period of national restrictions.</li> <li>• Pupils who have been confirmed as clinically extremely vulnerable will shield and stay at home until further notice and remote education will be provided.</li> <li>• Pregnant staff will have a risk assessment completed.</li> <li>• Pregnant staff will have a follow up assessment at 28 weeks in line with current government guidance. Alternative duties may be required to ensure pregnant staff from 28 weeks can maintain stringent social distancing whilst in the workplace.</li> </ul>				
4	<p>Staff and Pupils showing signs or confirmed of having Coronavirus</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p> <p>Or contacted through the NHS Test and Trace</p>	4	2	8	4	1	4	

					<ul style="list-style-type: none"> <li>School will communicate the availability of Lateral Flow Testing to all school users.</li> </ul>				
5	Lack of control over contractors/visitors coming onto site	4	2	8	<ul style="list-style-type: none"> <li>During school hours no contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Headmistress.</li> <li>All contractors and visitors are instructed to report to the Main school reception upon arrival.</li> <li>All contractors and visitors will be instructed to adhere to all social distancing school rules.</li> <li>All contractors and visitors are asked for verbal or written evidence to confirm that:                             <ol style="list-style-type: none"> <li>I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days.</li> <li>No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days.</li> <li>I have not travelled abroad to any country outside of the 'travel corridor' with in the last 10 days.</li> <li>I have not been contacted by the NHS Test and Trace service within the last 10 days.</li> </ol> </li> <li>The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff.</li> <li>Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so,</li> <li>The school will adopt a flexible approach to meetings, with alternative options to face-to-face meetings offered where possible</li> </ul>	4	1	4	
6	Staff and Pupils displaying symptoms.	4	3	12	<p><b>Whilst on site.</b></p> <ul style="list-style-type: none"> <li>Staff and Pupils displaying symptoms of Coronavirus will be sent home.</li> </ul>	4	2	8	

				<ul style="list-style-type: none"> <li>• All remaining Staff and Pupils will be kept informed of the persons condition and asked to monitor their own health.</li> <li>• If required a suspected coronavirus letter will be sent home with each pupil and parents/cares are asked to monitor the health of their child.</li> <li>• Where necessary the infected person will be moved to the designated isolation room (the Headmistress’s room) whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</li> <li>• Suitable PPE is available for First Aiders or staff providing care when a distance of 2 metres cannot be maintained.</li> <li>• Staff and Pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>• Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</li> <li>• All Staff and Pupils have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>• A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> <li>• A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases.</li> </ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"> <li>• The Headmistress will report all positive cases of coronavirus to the DfE Helpline Team on 0800 046 8687 option 1. This Triage team will put you through to a team of advisers who will inform you of what action is needed based on the latest public health advice.</li> <li>• The Headmistress will also notify Compliance Education, School Governors and Trafford Council</li> <li>• Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person.</li> <li>• The school will work closely with the Triage Team and/or Local Health Protection Team and follow their advice, even if this</li> </ul>			

				<p>means sending large groups of staff and pupils home or the complete closure of the school.</p> <ul style="list-style-type: none"> <li>• Where possible classrooms are secured and left for 48 to 72 hours before a <b>DEEP CLEAN</b> is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. The classrooms will be fogged as soon as possible.</li> <li>• Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected.</li> <li>• Follow the System of controls:</li> </ul> <p>Prevention</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 2) Where recommended, the use of face coverings in schools.</li> <li>• 3) Clean hands thoroughly more often than usual.</li> <li>• 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>• 6) Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• 7) Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>• 8) Always keeping occupied spaces well ventilated.</li> <li>• Early detection of Coronavirus limits the risk of transmission. Home Lateral Flow Tests are available and should be carried out by staff twice a week.</li> </ul> <p>Response to any infection</p> <ul style="list-style-type: none"> <li>• 9) Engage with the NHS Test and Trace process.</li> <li>• 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> </ul>				
--	--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> <li>11) Contain any outbreak by following local health protection team advice.</li> <li>Numbers 9 to 11 must be followed in every case where they are relevant.</li> </ul>				
8	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> <li>The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available.</li> <li>There must be a paediatric first aid trained member of staff on site at all times when children are present.</li> <li>The school will ensure staff requalification dates have not lapsed, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates which expired on or after 1 October 2020.</li> <li>The school will ensure all First Aiders receive refresher training to ensure they are:                             <ul style="list-style-type: none"> <li>Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.</li> <li>Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.</li> <li>Aware of the importance to keep up to date with relevant First Aid Advice</li> <li>Aware of their own capabilities</li> </ul> <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a> </li> </ul> <p><b>RIDDOR</b></p> <ul style="list-style-type: none"> <li>The school will work closely with the Local Health Protection Team and follow their advice.</li> <li>The school will contact Compliance Education</li> <li>immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</li> </ul>	5	1	5
9	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> <li>COVID-19 fire procedures have been implemented which takes into account social distancing and will be explained to all staff members before the school reopens to pupils.</li> <li>Regular fire evacuation drills are practised termly as a minimum.</li> <li>All staff members receive fire awareness training at regular intervals.</li> </ul>	5	1	5



10	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> <li>School has a clear policy on the expectations of pupil behaviour with consequences for poor behaviour and deliberate rule breaking</li> <li>Staff and pupils repeatedly disobeying the rules will be managed immediately.</li> </ul> <p><a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></p> <ul style="list-style-type: none"> <li>The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</li> <li>All staff and pupils are instructed in the importance of minimising contact and practising social distancing where possible.</li> </ul> <p>This includes etc:</p> <ul style="list-style-type: none"> <li>Following all temporary alterations to the school's routine and procedures that have been implemented by the Headmistress and SLT to protect both the staff and pupils.</li> <li>The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building.</li> <li>Where possible staff and pupils will refrain from having close face to face contact with another person.</li> <li>Staff are instructed to socially distance at all times from pupils and other members of staff.</li> <li>Staff and pupils are discouraged from gathering in large close groups.</li> <li>Staff and pupils are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site.</li> <li>The Headmistress reserves the right to agree to or ask staff and/or visitors to wear a face covering whilst in school where social distancing is not possible.</li> </ul>	4	1	4	
11	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>The Headmistress together with their SLT have put together a school plan which details all the processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p><b>Outside the classroom:</b></p> <ul style="list-style-type: none"> <li>Starts and finish times are staggered to reduce the amount of students arriving or leaving at any one time..</li> </ul>	4	1	4	

				<ul style="list-style-type: none"> <li>• Regular correspondence is sent to parents / guardians reminding them not to gather at the school gates or to come into school without an appointment.</li> <li>• Where possible pupils will access their contact groups directly.</li> <li>• A robust system for dropping off and picking up of pupils has been implemented.</li> <li>• Contact groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one contact group.</li> <li>• School meals consist of a mixture of hot and packed lunches. Children on hot meals are served in the hall on a contact group rota basis, all tables and chairs are cleaned before the next contact group is due and the hall is fogged. Those on package lunch will eat within their bubble classroom or designated outside space.</li> <li>• Movement along corridors is kept to a minimum.</li> <li>• The school has assessed and have put measures in place which avoids pupils moving from one contact group to another and ensures where possible pupils do not need to move through another contact group to get to the toilet.</li> <li>• All outside areas have been assessed and where possible each contact group has been designated its own outside area, where this is not possible a bubble rota has been put in place.</li> <li>• Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible</li> <li>• In early years settings, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings.</li> <li>• The use of the school staff room is minimised and alternative arrangements have been made for staff breaks. A maximum of 2 persons may enter the staff room at any one time</li> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Staff/visitors must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place</li> </ul>			
--	--	--	--	--	--	--	--

					<p>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><b>Within the contact group</b></p> <ul style="list-style-type: none"> <li>• In order to reduce the risk of transmission all pupils are kept in consistent groups</li> <li>• Pupils who are old enough, are seated at forward facing desks, laid out side by side.</li> <li>• Older pupils are encouraged to keep their distance.</li> <li>• Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres). Where this is not possible, desk top fogging machines have been provided for ongoing use</li> <li>• Teachers will wear face visors whilst teaching in classrooms</li> <li>• Teachers where possible will adapt teaching and caring styles to minimise face-to-face contact.</li> <li>• Teachers who operate across different class contact groups in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff.</li> <li>• Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact</li> <li>• Any unnecessary furniture has been removed from classrooms.</li> <li>• The ventilation in each room has been assessed, where necessary air conditioning units have been set to fresh air intake only, windows and none-fire doors are opened.</li> <li>• Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions.</li> <li>• Adequate heating is provided to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• Each pupil is allocated their own pens, pencils etc.</li> <li>• All learning resources that are shared between contact groups are cleaned or where possible placed in isolation for 48-72 hours before being cleaned and used by another contact group</li> </ul>				
--	--	--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> <li>• When it is deemed vital to our pupils learning, we will introduce a homework and reading book timetable that will take into consideration the risk of cross contamination between home and school. All books and homework brought back into school for marking are placed in isolation for 48-72 hours before being marked by the teacher.</li> <li>• Pupils and teachers can take books and other shared resources home, although only if deemed necessary. Any resources taken home will be cleaned thoroughly or quarantined for 48-72 hrs.</li> </ul> <p><b>Early Years Foundation Stage</b></p> <ul style="list-style-type: none"> <li>• All soft furnishings, hard to clean equipment and excess furniture has been removed from the area to enable the ease of cleaning and to provide more space to aid social distancing.</li> <li>• Paediatric First Aider is in attendance.</li> <li>• EYFS Staff to child ratios are adhered to.</li> <li>• All essential professionals such as social workers, speech and language therapists or counsellors, or professional EHC support workers only attend if they need to and visits are kept to a minimum.</li> <li>• All nonessential external providers that are not directly required for children’s health and wellbeing, have been suspended.</li> </ul> <p><b>Site Manager/Caretaker and Cleaners/Cleaning Contractors</b></p> <ul style="list-style-type: none"> <li>• Ensure all predetermined routes are clearly sign posted/marked.</li> <li>• Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>• All alarm and emergency lighting systems are maintained by appointed competent contractor..</li> <li>• All unnecessary furniture is removed and stored safely.</li> <li>• The school will manage contractors to ensure all works carried out do not have an impact on the staff and pupil’s health.</li> <li>• The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.</li> <li>• The Caretaker/Cleaners will ensure hand sanitiser/gel is made available to the whole school for more hygienic hand washing.</li> <li>• The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.</li> </ul>			
--	--	--	--	---	--	--	--

				<ul style="list-style-type: none"><li>• Rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day</li><li>• All cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained.</li><li>• All Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</li><li>• Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment..</li></ul> <p><b>Catering Department</b> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <ul style="list-style-type: none"><li>• The Catering Manager will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.</li><li>• The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.</li><li>• The catering staff will ensure food is bought from reputable sources and used by recommended date.</li><li>• The Catering staff will ensure personal hygiene and handwashing is maintained.</li><li>• The Catering Manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</li><li>• The catering staff will clean and disinfect food storage and preparation areas.</li><li>• The catering staff will ensure a clean uniform is worn each day.</li><li>• The Catering Manager will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron)</li><li>• The Catering Manager will review their menu to reduce the number of catering staff in the kitchen at any one time.</li><li>• The Catering Manager will plan their meals to reflect the equipment needed and its location.</li><li>• The Catering Manager will look at ways to protect staff whilst serving.</li></ul> <p><b>Library Department</b></p> <ul style="list-style-type: none"><li>• The School will keep abreast of all current guidelines in relation to library safety.</li></ul>				
--	--	--	--	---	--	--	--	--

				<ul style="list-style-type: none"> <li>• The school will review their staff rota so social distancing in the library is maintained.</li> <li>• The school will review their collection and return books process.</li> <li>• The school will monitor and manage the number of persons in the library at any one time.</li> <li>• Room is well ventilated and fogged between bubbles</li> </ul> <p><b>Drama, Music etc</b></p> <ul style="list-style-type: none"> <li>• The Headmistress will keep abreast of all current guidelines in relation to specialist subjects.</li> <li>• All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind.</li> <li>• Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres)</li> <li>• Group numbers will be limited to allow for social distancing, group activity and movement.</li> <li>• The School will continue providing organised music, dance and drama as part of the curriculum in line with government guidance.</li> <li>• The school will not host any performances with an audience. The recording of performances will be considered.</li> </ul> <p><b>Playing Outdoors</b></p> <ul style="list-style-type: none"> <li>• Playing instruments and singing in groups will take place outdoors wherever possible. If indoors, the teacher will limit the numbers in relation to the space.</li> </ul> <p><b>Playing Indoors</b></p> <ul style="list-style-type: none"> <li>• If indoors, the teacher will limit the numbers in relation to the space.</li> <li>• Background music will be managed so staff and pupils do not need to raise their voices unduly.</li> <li>• Playing indoors will be undertaken in a room with as much space as possible.</li> </ul> <p><b>Singing, wind and brass playing</b></p> <ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</li> </ul> <p><b>Social Distancing</b></p>			
--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> <li>• The activity should take place in smaller groups.</li> <li>• Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s)</li> <li>• Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons.</li> <li>• Pupils will use seating where possible to maintain social distancing.</li> </ul> <p><b>Seating Positions</b></p> <ul style="list-style-type: none"> <li>• Pupils will be positioned back-to-back or side-to-side when playing or singing.</li> <li>• Wind and brass player will be positioned so the air from the instrument does not blow into another player.</li> </ul> <p><b>Microphones</b></p> <ul style="list-style-type: none"> <li>• Microphones can be used but not shared.</li> <li>• Microphones will be used or pupils will be encouraged to sing quietly.</li> </ul> <p><b>Handling Equipment and Instruments</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils will wash their hands before and after handling equipment or instruments.</li> <li>• Pupils will avoid sharing equipment and named labels will be present to identify the designated user.</li> <li>• If instruments and equipment have to be shared a cleaning procedure is in place and equipment will always be cleaned between use.</li> <li>• Where possible the instrument will be cleaned by the pupil playing them</li> </ul> <p><b>PE etc</b></p> <ul style="list-style-type: none"> <li>• The Headmistress will keep abreast of all current guidelines in relation to specialist subjects.</li> <li>• All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind.</li> <li>• Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.</li> <li>• Pupils are kept in consistent groups.</li> <li>• Sports equipment is thoroughly cleaned between each use by different individual groups.</li> </ul>			
--	--	--	--	---	--	--	--

				<ul style="list-style-type: none"> <li>Outdoor sports are prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils.</li> <li>Scrupulous attention to cleaning and hygiene of equipment between individual group usage.</li> <li>The Sports hall is fogged between use by different groups</li> <li>In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted.</li> </ul> <p><b>Offices/Reception</b></p> <ul style="list-style-type: none"> <li>A staff rota is in place in order to maintain social distancing in offices.</li> <li>Where possible staff are asked to work from home.</li> <li>Touch points on equipment are wiped down regularly and anti-bacterial wipes provided.</li> </ul> <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>The reception desk is fully enclosed with a screen.</li> <li>Only essential visitors and contractors are allowed on site and by appointment only.</li> <li>Visitors are discouraged from gathering in large groups.</li> <li>All unnecessary furniture in the reception area has been removed.</li> <li>Where possible staff will refrain from having close face to face contact with others</li> </ul>					
12	Pupils mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> <li>The school has assessed the need to resume breakfast and after-school provision.</li> <li>The school can offer breakfast/after-school provision from 8 March.</li> <li>Pupils will remain in their contact groups. Physical sports and activity groups will follow the same regulations as the PE curriculum.</li> </ul>	4	1	4	



13	Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> <li>The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance.</li> </ul>	4	1	4	
14	Arranging and/or attending inappropriate Educational Visits	4	3	12	<ul style="list-style-type: none"> <li>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</li> </ul>	4	1	4	
15	Unable to stop the virus from spreading <b>Personal Hygiene</b>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>All staff and pupils are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission.</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Handwashing/sanitising facilities are available throughout the school.</li> <li>Handwash notice and instructions are located throughout the school.</li> <li>All staff and pupils are aware of best practise.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>All staff and pupils are encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting is discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>PPE in place for cleaners as per MSDS and/or COSHH risk assessments</li> <li>PPE in place for cleaners when completing a Deep Clean</li> <li>The correct PPE should be used when handling cleaning chemicals.</li> </ul>	4	1	4	

				<ul style="list-style-type: none"> <li>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</li> <li>PPE is worn by First Aiders.</li> </ul>				
16	Unable to stop the virus from spreading <b>General Cleaning</b>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids will be disinfected.</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells are cleaned on a regular basis.</li> <li>Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>The school will monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE</li> </ul> <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wearing PPE).</li> <li>Staff are aware to never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit is be available for blood spills.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Procedure in place to segregate domestic and clinical waste, in accordance with local policy.</li> <li>Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.</li> <li>All clinical waste is removed by a registered waste contractor.</li> <li>All clinical waste bags will be less than two-thirds full and stored in a dedicated area.</li> </ul>	4	1	4
17	Failure to Deep Clean the school after a member of staff or child is suspected of	4	3	12	<p><b>Deep Cleaning.</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> </ul>	4	1	4

	<p>having coronavirus COVID-19</p>			<ul style="list-style-type: none"> <li>• Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning.</li> <li>• The area is fogged before cleaning commences</li> <li>• Suitable personal protective equipment is available.</li> <li>• Once used all PPE is disposed of.</li> <li>• Hands are washed before and after cleaning for at least 20 seconds.</li> <li>• Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>• Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids.</li> </ul> <p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal and fogged as soon as possible.</li> <li>• All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected.</li> <li>• Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:             <ul style="list-style-type: none"> <li>• Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.</li> <li>• A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.</li> <li>• If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses.</li> </ul> </li> <li>• Staff will avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below.</li> <li>• When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</li> </ul>				
--	------------------------------------	--	--	---	--	--	--	--

					<ul style="list-style-type: none"> <li>• If possible, the area will remain closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</li> <li>• 1. Will be put in a plastic rubbish bag and tied when full.</li> <li>• 2. The plastic bag will then be placed in a second bin bag and tied.</li> <li>• 3. It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known</li> <li>• Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>• If the individual tests negative, waste will be disposed of in the normal bins.</li> <li>• If the individual tests positive, then waste will be stored for at least 72 hours and put in with the normal waste.</li> <li>• If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor.</li> </ul>				
--	--	--	--	--	--	--	--	--	--

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

**Useful Websites**

Health and Safety Responsibilities	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>
	<a href="https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm">https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm</a>
	<a href="https://www.hse.gov.uk/services/education/faqs.htm#a1">https://www.hse.gov.uk/services/education/faqs.htm#a1</a>
Business Continuity Plan	<a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings</a>
Guidance for full opening – schools (published 2 <sup>nd</sup> July 2020)	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>
Current guidance on shielding	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Current guidance on Clinically vulnerable	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>
Other nonmedical vulnerable people	<a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a>
Providing extra mental health support	<a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>
	<a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a>
	<a href="https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380">https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</a>
Behaviour Expectations	<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a>
Remote Education Support	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</a>
	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a>
	<a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</a>

	<a href="https://edtech-demonstrator.lgfl.net/">https://edtech-demonstrator.lgfl.net/</a>
	<a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a>
Coronavirus Symptoms	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>
Stay at home guidance	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
Arranging a Test	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
Testing and Tracing	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>
Contacting your Local Health Protection Team	<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>
Guidance on staff wearing PPE	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>
Site Manager/Caretaker	<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>
	<a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>
	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>
Cleaning	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>
Catering	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
Safer Travel	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>
Educational Visits	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>
	<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>
Extra-curricular provision	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-</a>

	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>
Physical Education and Sports	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>
	<a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>
	<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>
Science and Design Technology	<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
	<a href="https://www.ase.org.uk/resources/health-and-safety-resources">https://www.ase.org.uk/resources/health-and-safety-resources</a>
	<a href="https://www.data.org.uk/for-education/health-and-safety">https://www.data.org.uk/for-education/health-and-safety</a>



**Acknowledgement**

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date