**Health & Safety**

COVID 19 Return to School Risk Assessment Proforma

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| School: |      Pewithall Primary School |
| Assessor: |      Mrs Strain/ Mr Baugh |
| Date: |      21/05/2020 |
| Review Date: |      08/06/2020 |

Internal:

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| Entering and leaving school/rooms/areas | **Yes / No / N/A** | **If No, describe issue or supporting if information for yes.** |
| Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to 2m social distancing? Are they informed only 1 adult should attend per child? | Yes | **Email action plan and letter to parents 22/5/2020. We will continue to update parents regularly with news and changes as they occur.**  |
| Has a deep clean taken place or been considered on site before reopening? | Yes | **The cleaning company B & L use a hospital grade sanitiser which is left on the surfaces for a few minutes before it is cleaned. This is called SELACTIVE.****School also has a stock of this cleaning material which we will ordered in advance.** **School will be closed on Friday 29th May 2020 so that a deep clean can take place.** |
| Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? | N/A | **As Link Clubs reopen we will notify them of specific changes to our partial re-opening plan.** |
| Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?Have specified entrances/exits been allocated to specific groups?Are floor markings visible to reduce any possible queuing? | Yes  | **Staggered start and finish times will be shared with parents and staff prior to reopening as part of the** ***Partial Re-opening of school - Information for parents and carers of Reception, Year 1 & Year 6 children v.1 shared with parents staff and Governors on 22/5/2020*****All children will be required to enter and exit their classrooms through external classroom doors.** **2-meter markers to be installed along the junior pathway that leads from Year 6 to the playground.** |
| Are multiple entrances/exits in use and marked to allow effective social distancing of 2m including relevant signage? | Yes[ ]  | **At home time one parent/carer to uses the Pewithall school gate nearest to the Heath School to access the playground, they wait on the cone then exit through the gate nearest Kenilworth Avenue. Exit and Entrance signs to be put on each side of both gates.** |
| Are the entrances/exits monitored when in use to politely remind persons of effective social distancing? | Yes | **Designated TAs to be responsible for key areas. This will be the same adults in the same place daily.** |
| Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times? | N/ A | **Children to access classrooms through external classroom doors during the day.**  |
| Are ‘sneeze screens’ in place in relevant areas i.e. receptions, foyers etc to protect staff? | **NO** | **Glass screen has been replaced in the school office.** |
| Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for 2m social distancing? | YES | **Reduce the number of tables in the ‘wet areas’ to allow for social distancing.** |
| For signing in/out at receptions have touch screens/digital systems been taken out of use and replaced with alternative procedures whilst still adhering to GDPR?If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place? | **YES** | **Paper register will ensure that adults do not use the touch screen entry device.**  |
| Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing of 2m? Consider appointment system or telephone appointments. | **YES** | **One at a time in Reception/ Foyer****Parents and carers encouraged to contact via phone and email. When the policy has been drawn up we will consider the use of Teams to help parental contact. Designated area showing where to stand at a safe distance. Queuing system installed outside.** |
| Are foyer areas marked with 2m distancing and displaying relevant signage/posters? | **YES** | **Universal signage to be displayed reminding those in school to keep 2m apart.** |
| Is there provision of hand sanitiser at entrances/exits for Parents/staff/emergency contractors and any other allowable visitors who can’t at that point initially access hand washing facilities? | YES | **Hand sanitiser station has been fitted in foyer with appropriate signage. (Adult use only)****Sanitiser stations to be installed outside of each classroom with relevant signage. Hand sanitiser station available near site managers entrance for external contractors.** |
| Are procedures in place to allow emergency contractors to access the site safely? | YES | **Use intercom to access the site. Asked to adhere to social distancing, to wash hands and use sanitiser.** |
| Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing? | **YES** | **Use PE cones to mark out 2m safe distance on the playground. Daily by designated staff member.** |
| Are staff advised to delay departure from school to avoid congestion with parents/pupils? | Yes[ ]  | **Letter to staff to include start and end times for the day to avoid congestion.** |
| **Hygiene/Social Distancing** |  |  |
| Has clear communication/information been cascaded to pupils on the importance/reasons for 2m social distancing? Is there clear signage/communication throughout the school/early years setting?For younger children has this been actioned by age-appropriate methods such as stories and games?Has guidance been cascaded to pupils and parents on the importance of 2m social distancing when using public and school transport? | **YES****Yes****Yes** | **Home school agreements to be shared with parents and pupils before they return.****We will ask parents to discuss this with pupils before the children come back into school.****Universal signage to be displayed to remind children to:-****Socially distance****Wash their hands****How to sanitise****Catch it bin it kill it.** |
| Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children? | **YES** | **Ensure handwashing signage is visible throughout the school. All children to adhere to the correct method and timing for handwashing. Teachers and TAs to regularly remind children throughout the day to wash their hands.** |
| Has a review of classroom risk assessments taken place? i.e. consider desk spacing, is hand sanitiser required etc? | **YES** | **Plan to leave classroom layouts as close as possible to their usual format and will mark out places where children must sit. Children will be asked, where possible, to remain seated and the teacher/ adult will make contact with them.** |
| Have numbers of desks been reduced and placed 2m apart within classrooms with consideration on no more than 15 pupils per room/area?Have spare chairs been removed?If possible have fabric chairs been removed? If not, are they allocated to one person use only? | **Yes** | **Plan to leave classroom layouts as close as possible to their usual format and will mark out places where children must sit.****Adults only to use fabric chairs. Allocated between staff by staff.**  |
| Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions, physical education classes. Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place? | **Yes** | **Timetable outdoor area for all groups of children, this could include the school field and nature trail (weather permitting).****All play times will be staggered.** |
| Have staff rooms been reviewed? Has furniture been rearranged to ensure 2m social distancing? Have staff been briefed in the new use rules of this area? | **Yes** | **Rota in place for staff to use staffroom****Set clear rules for example****1 person in the kitchen area at a time.** **No more than 4 adults in the staffroom one time.****Staggered lunch times.****Staff must use own cup and cutlery.** |
| Are pupils encouraged to wear clean uniform each day? Is this communicated to parents? In early years settings is clean clothing each day requested? | Yes | **The school will make this request to parents and carers in the action plan and letter that we plan to send on 22/5/2020.** |
| Have staff been instructed, where possible to adhere to 2m social distancing? Are they encouraged not to touch hair, faces, regular handwashing? | YES | **Staff will be given instruction via letter. Letter to include links to relevant government guidance.** |
| Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc? | YES | **Staff working with groups/ bubbles will regularly remind children of hygiene rules as part of their classroom management. The hall is marked out with 2m lines as a reminder when queuing** |
| To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children? | YES | **This will be explained in the letter to staff so that they are aware of the procedures. We will use digital technology to help staff to communicate with each other.** |
| Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste? | YES | **Premises Manager responsible for disposal.** |
| Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing? | YES | **Deep clean through the holidays. Regular hotspot cleaning identified and cleaned daily.****School will close every Wednesday at 1.00pm from for deep cleaning except for key worker children.** |
| Are there cleaning schedules in place for all I.T. equipment before and after use? | YES | **Assigned TA to clean Ipads each day.** |
| Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements? | YES | **Audit of cleaning products to be carried out by site manager and adjusted accordingly.** |
| If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials? | YES | **Inform cleaning company that this could be a possibility and find out if this can be done.** |
| Is there a facility to have a standby/all day cleaner? | NO | **Premises manager’s hours** **Monday 7.30am-11.30 then 2.00- 6.00****Tues 7.30am-11.00am 2.00pm-6.00pm****Cleaners hours: 4.00pm-6.00pm** |
| Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?If I.T. suites are in use are appropriate cleaning measures in place? If not, take out of use.Are tablets, IPads cleaned before and after use? If not take out of use. | YES | **Computer suite will be out of use.****Designated TA responsible for daily sanitising of IPads. Staff to ensure that IPads are sanitised before use.** |
| Have non washable toys/items been removed? | YES | **These toys will be stored in the store cupboard until further notice.** |
| Will children be instructed not to bring items back and to from home to school i.e. toys etc? | YES | **Parents will be reminded regularly about this.**  |
| Have children been allocated their own personal desk? | YES | **Chairs to be marked children asked to sit in the same seat each day.** |
| Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items? | YES | **Children will be issued a school pencil case and asked not to share.** |
| Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue? Encourage handwashing. | YES | **Staff to remind children as part of daily hygiene routine. Display cough it bin it kill it posters** |
| Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? | YES | **All staff will be asked to ventilate the classrooms regularly.** |
| Are lunch times staggered? | YES | **Lunch times will be staggered.** |
| Have classrooms been considered for use as dining areas to limit movement around school? | YES | **Consider asking Karen to provide packed lunches so that children can eat lunch in their area.**  |
| Do you ensure 2m distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area? | YES | **Yes, tape on the floor indicates 2-meter gaps.** |
| Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing? Is walking in single file encouraged?Consider one way systems, walking on the left where possible?Can corridors be divided? (not always feasible)Can lesson changes over times be staggered? | YES | **Consider designated staff to supervise potentially busy areas before and after playtimes.****Some tables and chairs removed from wet area.** |
| Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools | N/A |  |
| Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools | N/A |  |
| Are extra cleaning procedures in place for dining hall furniture before and after use? | YES | **Dining furniture cleaned by middays before and after use.****Procedure in place for MDAs.** |
| Are dining room chairs spaced appropriately, 2m apart, has bench like seating been marked at 2m gaps? | YES | **Marked with tape** |
| Are pupils instructed not to share food i.e. children bringing in their own? | YES[ ]  |  |
| Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?Have heavy use ‘hot spots’ been identified that may require extra servicing? | YES YES | **Middays to clean eating areas before and after use.****Disinfectant spray available in the staff room with kitchen roll so that communal areas can be regularly sanitised.** |
| Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc? | YES | **The kitchen staff have gloves and will be provided with face coverings for use if required.** |
| Has consideration been given to a limited menu or introducing packed lunch availability only in consultation with school meals providers? | YES | **There will be a bespoke menu.** |
| Are break times staggered to allow less children on playgrounds/areas? | YES | **Break times will remain in their assigned ‘bubbles’ in different parts of the school grounds.** |
| Are different class group’s kept apart and encouraged no to mix? | YES | **To be included letter to parents and staff.** |
| Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc? | YES | **At lunch time a small amount of playtime equipment will be available to children within their bubbles. This will be cleaned before and after use. Children will not be permitted to play contact games at all.****Multiflex staff to be responsible for sanitising equipment where possible.** |
| Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing? | YES | **Children will be supervised in classes to ensure that they are in small enough groups (bubbles) to be supervised effectively.** |
| Will movement in general be reduced around the school/early year’s settings for staff and pupils? | YES | **The EYFS children will be divided into small groups, bubbles and kept in designated areas so they are confined to their own space.** |
| Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance? | YESYes | **This has been completed prior to closure. However, we will ensure that this message is continually issued to parents and carers.****Yes, we have had notification of this already but we will also reiterate its importance.** **In Partial Reopening of school letter to parents****Part of pack shared with staff 22/5/2020** |
| Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?  | YES | **The library will be used to isolate staff/pupils who develop symptoms. External door means that the children/staff member can be supervised safely and exit the building with limited contact. Children will be supervised from the library to the front of the building. They must not enter the building unless the need to use the bathroom. In this case it should be the disabled toilet only.** |
| Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective 2m social distancing cannot be adhered to i.e. face mask, eye protection, gloves, aprons?Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?Are staff aware of how to safely dispose of PPE? | YES | **We currently have masks, gloves and aprons in the disabled toilets. We have eye protection in school. However, we have ordered some more appropriate eye wears.****These are avaiable in the disabled toilet.****Staff have been issued with the Halton Infectious diseases policy which contains a section on COVID 19. 22/5/2020****Staff will be issued with guidance as to disposing of PPE effectively. 22/5/2020** |
| Are arrangements in place to have the separation areas thoroughly cleaned after use? | YES | **Cleaners will be asked to deep clean surfaces in the library if it has been used to isolate anyone with symptoms. Door closed with no entry sign displayed** |
| Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately? | YES | **This will be explained in the letter to staff. What to do if you suspect a case of Covid within school. If no cleaners or site manager are available, then members of staff may be required to clean.** |
| Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?Have parents been made aware of the school’s infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms? | YES | **School initially issued guidance as to what to do if an outbreak occurred in school time. However, most up to date gudience will be issued to staff/ parents and filtered down to pupils.** **We will share the Halton Policy with parents and carers.** |
| Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs? | YES | **We do not have pupils who have an intimate care plan. However, pupils may require attention during the normal school day. PPE will be held in the disabled toilets in the foyer. There will also be PPE in the library.** |
| Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities? | YES | **N/A for changing. Handwashing facilities are available.****Pregnant member of staff will not be returning to work at this time as recommended by her GP.** |
| Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves? | YES | **The cleaning staff hold their own stock of cleaning PPE. However, school has also got a stock of PPE too.** |
| Does the school hold sufficient stocks of handwashing materials? | YES | **We will check stocks regularly to ensure that we do not run out. In anticipation of need, we will order in advance.**  |
| Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc? | YES | **Premises manager to check twice daily before and after school.** |
| Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities. | YES | **All visitors to school will be asked to wash their hands and/ or sanitise.** |
| Are pupils encouraged to wash hands before and after breaks/lunches? | YES | **Handwashing will be included on the visual time table.** |
| Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?Are toilets cleaned regularly?Are bins emptied regularly? | YES | **Rules to be displayed on toilet doors. No more than three children at a time.** |
| Are pupil handwashing areas supervised? Is hand sanitiser required? | YES | **Staff and TAs responsible for supervising their children.** |
| Have shared water fountains been taken out of use? | YES | **Turned off and taped up.****Children asked to bring in water bottles.** |
| Any other hazards?      |

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| Fire/ Emergency Incidents  | **Yes / No / N/A** | **If No, describe issue**  |
| Has the full site fire risk assessment been reviewed? | YES | **This was reviewed in April by the Head Teacher.** |
| Have fire evacuation plans been reviewed to reflect any areas change of use? | YES | **The children will exit via the fire doors an muster point will be on the play ground but with social distancing.** |
| Has the reviewed fire evacuation plan been put into practice adhering to 2m social distancing?Are incident controllers/fire marshals aware of new procedures? | YES | **The new fire marshalls will be made aware of the new protocol.** |
| Have Bomb/Lockdown plans been reviewed to reflect any areas change of use? | YES | **The staff will now lock down in the classrooms as opposed to the hall. Children will go under the tables for security.** |
| Has the reviewed Bomb/Lockdown plan been put into practice adhering to 2m social distancing? | YES | **Lock down will be in the classroom rather than in the hall so pupils can social distance effectively.** |
| Do the reviewed plans reflect and allow for effective social distancing? | YES | **See above.** |
| Have extra muster points been allocated to allow for 2m social distancing? | YES | **The childrens lines, for muster points, will begin further forward.** |
| Have Business Continuity/Recovery plans been reviewed to reflect any changes? | YES | **The business continuity plan will be updated.** |
| Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements? | YES | **On entry to the building, visitors will be reminded of the arrangements and updated where necessary.****In the event of a fire including in Partial re opening of school- information to parents v.1.** |
| If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting? | YES | **All staff members know that they should remove wedges and pegs when they leave rooms and areas.** |
| Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements? | YES | **Yes, these are completed every Friday by Premises manager.****We will have fortnightly fire drills during the first phase of partial reopening.** |
| Any other hazards?      |

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| General | **Yes / No / N/A** | **If No, describe issue**  |
| Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff? | YES | **The occupational risk assessments will be reviewed to reflect this situation.** |
| Have environmental risk assessments been reviewed?Have you considered;1. Access/egress?
2. Movement around school/early years setting?
3. Break times/lunch times/lesson changes?
4. Toileting?
5. Location of hand sanitisers?
6. Signage?
7. First Aid rooms?
8. Sensory rooms?
9. Intimate care rooms?
10. Kitchens
11. Dining rooms
12. Halls/gyms
13. Science and DT area?
 | **YES** | **Head teacher to update the risk assessments in light of COVID 19 and planned changes to the school environment.** |
| Has a site survey been conducted to ensure all correct signage/posters and 2m markings are in place including school gates/entrances? | Yes | **Head teacher to oversee** |
| Have vulnerable staff been identified who may need to stay working at home i.e. shielded individuals? If they can’t stay at home are they offered tasks in a safe shielded area within the site? | YES | **5 members of staff currently shielding- this may change with guidance.** |
| If a member of staff or pupil is living with a shielded individual they should continue to work/study at home – is there provision in place? | YES |  |
| Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date? | YES | **PPE available for close handling (gloves and face mask). 2 pupils** |
| Are pupils who fall into the shielded individual group continuing to be supported with learning at home? | YES | **Weekly work packs are available to all children continuing to learn at home. This is either virtually or hard copies that are delivered weekly.** |
| Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?Has your staff handbook/induction process been reviewed to reflect the current situation? | YES | **As needed****Regular keep in touch meeting.****Also use Teams as a platform to communicate with all staff.****Regular emails.** |
| Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc? | YES | **In the absence of the Premises Manager, Mr Baugh completed these checks and records are kept in the PMs office. A recent legionella test proved negative.**  |
| Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for 2m social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19? | YES | **From 18th May 2020 all contractors, on point of contact, will be asked if they are displaying any symptoms of the virus.** **Contractors will be given sanitiser on entry and asked to sanitse any areas which they visit during work they carry out in school.** |
| Are there sufficient first aiders on site? | YES | **This needs to be checked daily.** |
| In the event of first aid being required and social distancing not possible is there correct PPE provision? | YES | **Gloves and face masks are available.** |
| In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff? | NO | **Team Teach training was cancelled due to the lockdown. Staff are no longer trained to physically restrain children. We may need to consider if it is safe for children with extreme behaviour to return at this time. Please see Behaviour Policy** |
| Has all outdoor play equipment been closed off to prevent use? If in use are stringent rules and before/after cleaning measures in place? | YES | **The school has a very small amount of outdoor play equipment. However, the Tyre Park area will be left with sufficient time in between use for the virus to die off.** |
| Has the deliveries section of the ‘Driving in Schools Grounds Risk Assessment’ been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for. | NO | **This risk assessment needs to be updated in the near future. 19th May 2020. Procedures will need to be explained to delivery drivers and couriers at the school gate intercom.** |
| Does your school have a school minibus?If so have you restricted certain seats from use to enable 2m social distancing? | NO |  |
| Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc? | N/A |  |
| For staff continuing to shield or work from home due to vulnerabilities is regular contact made?Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff who may need further support? | YES | **Staff are contacted regularly.****We have one member of staff who is a mental health first aider and one member of staff who is ELSA trained.****We will access recommended mental health websites and signpost staff if needed.** |
| Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?Are relevant communication strategies in place to keep governors informed? | YES | **The governing body receive emails about updates and the last FGB meeting was on 20th May via Microsoft Teams.****Daily contact with Vice Chair****Weekly contact with parent governor who delivers work pack to our children** |
| Any other hazards?      |

Please transfer any negative answers onto the below Proforma to create your action plan

Premises Risk Assessment Proforma

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| **School: Pewithall School****Assessor: Mrs S Strain Mr David Baugh** | **Assessment Date: 18th May 2020****Review Date: Weekly /25th May 2020** |
| **HAZARDS** | **NO.****AT** **RISK** | **EXISTING CONTROLS** | **RISK****LEVEL** | **ACTION REQUIRED** | **DATE****DUE** | **SIGNED****OFF/DATE** |
| Sneeze Guards | 1 | 2 M Distancing. | Medium | The glass to be replaced in the Foyer. | 25th May2020 | 19/05/2020 |
| Stand by day cleaner. | 15 | School Staff clean the school. | Medium | School staff need to be on hand to complete daily cleaning. | On Going. |  |
| For younger children has this been actioned by age-appropriate methods such as stories and games. | 30 | Children are told by staff.  | High | Pupils  | 08/06/2020 |  |
| Guidance been cascaded to pupils and parents on the importance of 2m social distancing when using public and school transport. | All | Reliance on parents reading guidance from the government. | Medium | The guidance is to be sent on Friday 22nd May 2020. | 08/06/2020 |  |
| Have numbers of desks been reduced and placed 2m apart within classrooms with consideration on no more than 15 pupils per room/area.Have spare chairs been removed.If possible have fabric chairs been removed. If not, are they allocated to one person use only. | All | Pupils are adequately spaced | High | Pupils will have marked seating areas and confirmed boundary areas.Chairs will be allocated. |  |  |
| In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff? | All | DFE guidance on reasonable force. We will provide PPE for restraining pupils. | High | Team Teach will train teachers in September.  | 30/09/2020 |  |
| Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for. | 1 | We are producing a risk assessment for safe delvery of deliveries. | Low | Staff to instruct delivery workers to leave parcels in the orange cross hatches in the carpark. | 22/05/2020 |  |

**Version control and Change History**

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| **Version Control** | **Date Released** | **Date Effective** | **Amendment** | **Officer** |
| 1 | May 2020 | May 2020 | Document created | LPR |
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