**Health & Safety**

COVID 19 Risk Assessment – September 2020

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| School: |      Pewithall Primary  |
| Assessor: |      Mr David Baugh  |
| Date: |      2nd January 2021 |
| Review Date: |      1st April 2021 |

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

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| Entering and leaving school/rooms/areas | **Yes / No / N/A** | **Systems in place / proposed to manage risk.**  |
| Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible? | [x]  [ ]  [ ]  | **Included in a parent letter, emailed and shared on the website prior to opening.****We have shared this information at the beginning of the spring term via email.** |
| Has a deep clean taken place over the summer on site before reopening? | [x]  [ ]  [ ]  | **Yes, a deep clean took place in the Christmas Holidays and all sanitising stations and areas have been restocked.**  |
| Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times?**Is the use of public transport discouraged where possible?** | [ ]  [ ]  [x]  |  |
| 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? | [x]  [ ]  [ ]  | **Start of the day****We will encourage children and families to walk to school.****We will open from 8.30am to 8:45am and will close at 2.45pm. This will avoid the opening and closing times of the Heath who are opening at 8.45am and closing at 2.20pm****Year 4, 5&6 to enter through the first gate, and enter classroom through external doors.****Year 1, 2, 3 to enter through second gate and enter classrooms through external doors. Reception children and one parent will enter through the second gate on to the playground to be met by Miss Jewkes. Children will enter the building through the pencilled area and parents will exit around the building following the signs and one way system.** **We will use cones at the junction between Penrhyn and Ludlow Crescents to prevent the school entrance from becoming a turning point. We will need to check with neighbours if they are happy with this. A member of staff allocated to remove the cones in case emergency access is required.** **Cones will also be used at the end of the day. Blue badge holders may not park on the yellow lines in front of school as this could be extremely dangerous. Parents will be provided with information about parking in a letter. Pupils who require disabled access and parents who may be self-isolating may enter at 8.15am prompt or at 9.00am but not between as this will be our peak time.****School will finish at 2:30pm for reception and 2.45pm for the rest of the school.****Reception parents one per family will enter school via the carpark follow signage around the building and collect from the pencils. They will continue to follow the building back to the path to exit the school grounds.****Years 1, 2 and 3 children will leave as they entered through the second gate and will greet their parents on the Ludlow crescent side of the exit. Years 4, 5 and 6 children will leave as they entered through their class room external door and follow the path to the first gate. They will greet their parents on the Penrhyn Crescent side of the exit.****A member of staff allocated to remove the cones in case emergency access is required.** **Pupils who require disabled access and parents who may be self-isolating may collect their children at 3.00pm when all of the children have dispersed.** |
| Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage? | [x]  [ ]  [ ]  | **Children will use classroom doors, Teachers will greet their children at the door. Head teacher and SLT to guide the children safely into school. Relevant signage will be displayed.** |
| Are the entrances/exits monitored when in use to politely remind persons of effective social distancing? | [x]  [ ]  [ ]  | **Yes teaching assistants and teachers remind others to social distance.** |
| Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times? | [ ]  [ ]  [x]  | **There are 3 areas of school. Children will enter and exit classrooms via the external classroom doors. Lunch times are staggered so that children are entering and exiting the hall at different times throughout the day.** |
| Are ‘sneeze screens’ in place in relevant areas i.e. receptions, foyers etc to protect staff? | [x]  [ ]  [ ]  | **Glass screen has been replaced in the reception area.** |
| Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing? | [x]  [ ]  [ ]  | **Tables have been removed from the wet areas to allow pupils to flow freely.****The entrance hall was remodelled during the Christmas holidays to allow easier movement around school.** |
| For signing in/out at receptions have touch screens/digital systems been taken out of use and/or 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?**If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?** | [x]  [ ]  [ ]  | **Touch screens back in operation from September. Premises manager will sanitise regularly throughout the day. Staff Information will inform staff of the guidance to sanitise hands before use.** **This device will be regularly cleaned by the office staff. From Spring, this system will be sanitised prior to use. Given the changes to the virus, we have restored a new element of rigor to the cleaning processes in school.** |
| Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments. | [x]  [ ]  [ ]  | **Parent information letter will inform parents of:****the one in one out procedure (this will remain as per previous risk assessment).****Parents will be asked to only access the school office if essential.****Parents are encouraged to make contact via phone or email.****Visitors to the building have access to sanitiser. A reminder of his has been sent out to parents at the beginning of the spring term 2021.** |
| Are foyer areas marked for social distancing and displaying relevant signage/posters? | [x]  [ ]  [ ]  | **Screen in front office was reinstalled. Sufficient distance between the screen and the office desk. Signage to remind visitors of social distancing.**  |
| 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? | [x]  [ ]  [ ]  | **Visitors are reminded to sanitise. Sanitising station on wall by main entrance, regularly topped up. Face coverings are to be worn by staff and visitors during visits to school with areas sanitised after use.** |
| **Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?****Has it been clearly communicated?****Is handwashing immediately instructed after removing the face covering?****Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?** | [x]  [ ]  [ ] [x]  [ ]  [ ]  | **This will be communicated in information to staff and to parents.****If children come to school wearing face coverings they will be asked to give them to their parents. If this is not possible then they will be asked to safely remove them. A member of the SLT will have plastic zip lock bags and a bin for safe disposal of face masks.** **Children wash their hands as soon as they enter the building.** |
| Are procedures in place to allow emergency contractors to access the site safely? | [x]  [ ]  [ ]  | **Contact details recorded on entry.****Contractors asked to sanitise.****Face masks may be worn if required.**  |
| Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing? | [x]  [ ]  [ ]  | **Parents informed of designated pick up areas and signage is displayed to guide them.**  |
| Are staff advised to delay departure from school to avoid congestion with parents/pupils? | [x]  [ ]  [ ]  | **Yes, staff leave from 4.00pm to avoid congestion at home time. This is ad hoc to allow them to leave the building in good time and safely.**  |
| **Hygiene/Social Distancing** |  |  |
| Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? **Are the new procedures clearly outlined in the school’s ‘Behaviour Policy’?**Is there clear signage/communication throughout the school/early years setting?For younger children **and children with complex needs** has this been actioned by age-appropriate methods such as stories and games?**To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?****Smaller groups could ultimately lead to less persons being required to isolate.**Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport? | [x]  [ ]  [ ]  | **Behaviour Policy and Behaviour Policy Addendum school website.** **Signage to be displayed around the school for early years parents.** **EJ has stories and songs to share with the children.****SEND TAs asked to share social stories to our children with social and emotional needs as well as speech, language and communication needs.****Children will all work together in their own classrooms.** **There will be staggered lunch times and play times for bubbles.****During lunch times and play times Year 5 and 6 will be allowed to access the hall and playground at the same time.****During lunch times and play times Years 2, 3 and 4 will be allowed to access the hall and playground at the same time.****During lunch times and play times Reception and Year 1 will be allowed to access the hall and playground at the same time.****N/A** |
| **Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (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?**Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?** | [x]  [ ]  [ ]  | **Supplies of tissues and labelled bins in all areas for staff to use. Gloves available and designated cloths for staff.****Children are asked to wash their hands regularly throughout the day. For younger children this will be supervised each time.** |
| Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?**Are desks placed at a distance side by side and not face to face?** | [x]  [ ]  [ ]  | **Strict sanitising of desks at the start and end of the day and between sessions.****Desks will be forward facing wherever possible. However, this will change to support learning in the Spring term.** |
| Have numbers of desks been reduced and socially distanced within classrooms?If possible have fabric chairs been removed? If not, are they allocated to one person use only? | [x]  [ ]  [ ]  | **Not possible to remove tables as there will not be enough seating for all of our children.****Fabric chairs only to be used by staff and sanitised at night.**  |
| 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? Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place? | [x]  [ ]  [ ]  | **Staff may plan to use the out-door learning environment.** **There are no relevant areas that we can utilise other than the classrooms.** |
| Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?**Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?** | [x]  [ ]  [ ]  | **Yes, no more than 3 in the staffroom and one in the kitchen area at anyone time.****Staffroom timetable will be available.**  |
| Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing? | [x]  [ ]  [ ]  | **Yes a culture has evolved where we remind each other about keeping ourselves and others safe.** |
| Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc? | [x]  [ ]  [ ]  | **Yes a culture has evolved where we remind each other about keeping ourselves and others safe.** |
| 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? | [x]  [ ]  [ ]  | **Staff reminded to access the classrooms via the external classroom doors and to move around the outside of the building regardless of the weather.** |
| 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? | [x]  [ ]  [ ]  | **Procedure for donning and doffing PPE is displayed in the library (our isolation room) Information for disposing of PPE is displayed on the PPE bin. Used PPE to be double bagged. A member of the SLT will remove it and store safely for 72 hours before putting in the general waste.** |
| Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing? | [x]  [ ]  [ ]  | **Hotspots such as toilets, taps and door handles will be cleaned and sanitised throughout the day.**  |
| Are there cleaning schedules in place for all I.T. equipment before and after use? | [x]  [ ]  [ ]  | **TAs will sanitise IT equipment before and after use.** |
| Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements? | [x]  [ ]  [ ]  | **Mr Graham to ensure that stocks are constantly replenished.** |
| If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials? | [x]  [ ]  [ ]  | **Yes, School Business Manager will instruct the cleaning company if there is suspected case of COVID -19.** |
| Is there a facility to have a standby/all day cleaner? | [ ]  [x]  [ ]  | **The staff will clean if need be.** |
| 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? Are tablets, IPads cleaned before and after use?  | [x]  [ ]  [ ]  | **Computer suite currently out of action. No ventilation.****Tas to ensure that toys and equipment are sanitised regulary.** **MDAs to clean sports equipment used at lunchtime regularly.** **TAs will sanitise IT equipment before and after use.** |
| Have non washable toys/items been removed? | [x]  [ ]  [ ]  | **The school will follow the latest guidance about non washable toys. These toys will be reintroduced when it is safe to do so.** |
| Will children be instructed not to bring items back and to from home to school i.e. toys etc?**Are they encouraged to only bring in essential items i.e. lunch box, bag etc?** | [x]  [ ]  [ ]  | **Information to parents.****Children may bring bags and essential items only such as water bottles, lunch boxes, hats etc. Children may take reading books home and return them to school.** |
| Have children been allocated their own personal desk? | [x]  [ ]  [ ]  | **Wherever possible children will have their own personal desk. Cleaning and sanitising will take place between sessions.**  |
| 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?**Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?** | [x]  [ ]  [ ]  | **Children will be allocated their own stationery. Children may share resources within their classroom. Resources to be cleaned, with Milton.****Where items cannot be cleaned and are needed by a different class then the item may be quarantined. Staff must label with the name of the class who need it next and the date that it may be used.**  |
| Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing? | [x]  [ ]  [ ]  | **Child friendly posters displayed throughout school.****Posters are included in the Information to Parents.** |
| Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?**If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?****Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?** | [x]  [ ]  [ ]  | **Windows, external and external doors to be opened where possible to allow for circulation of fresh air.** |
| Are lunch times staggered? | [x]  [ ]  [ ]  | **For Reception and Year 1 eat together in the hall.****For Year 2, 3 & 4 eat together in the hall and the year 4 classroom.****For Years 5 & 6 eat together in the hall.** **Within each group we aim to stagger start times to avoid large numbers of children queuing.** |
| Have classrooms been considered for use as dining areas to limit movement around school? | [x]  [ ]  [ ]  | **The year 4 classroom will be used for packed lunches for year 2,3 and 4 as this is the biggest bubble.** **Each bubble will have a designated MDA.** |
| Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area? | [x]  [ ]  [ ]  | **Hall floor is marked so children can queue and social distance. There will be staggered entry and exit times within the 3 groups.** |
| 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? | [x]  [ ]  [ ]  | **Corridors are supervised by class teachers and Tas.** |
| Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools**If not appropriate cleaning regimes should be implemented.** | [ ]  [ ]  [x]  |  |
| Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools**If not appropriate cleaning regimes should be implemented.** | [ ]  [ ]  [x]  |  |
| Are extra cleaning procedures in place for dining hall furniture before and after use? | [ ]  [ ]  [x]  | **MDAs trained on sanitisation of tables and chairs between sittings.** |
| Are dining room chairs spaced appropriately? | [ ]  [ ]  [ ]  | **Children will go for lunch with their bubble. They will be seated by their class members.** |
| Are pupils instructed not to share food i.e. children bringing in their own? | [x]  [ ]  [ ]  | **Yes in letter to parents. MDAs asked to manage this.** |
| 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? | [x]  [ ]  [ ]  | **Hotspots have been identified. These spaces get more attention than usual spots on a rota.** |
| Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc? | [ ]  [ ]  [ ]  | **Yes. Kitchen service staff wear appropriate protective clothing.**  |
| Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers? | [x]  [ ]  [ ]  | **The kitchen will provide meals that will be eaten will relative speed without causing stress to pupils.** |
| Are break times staggered to allow less children on playgrounds/areas? | [x]  [ ]  [ ]  | **Children will have break times with their bubble.****Year 5 & 6****Years 2, 3&4****Reception and Year 1** |
| Are different class group’s kept apart and encouraged no to mix? | [x]  [ ]  [ ]  | **As much as possible. This will also be explained to pupils as they find this difficult.**  |
| Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc? | [x]  [ ]  [ ]  | **Children provided with a box of sports equipment that must remain with the class and must be regularly sanitised.** |
| 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 **where possible**?**Where outdoor play equipment is in use is it more frequently cleaned?****During PE classes are children kept in consistent groups?****Is outdoor PE prioritised and if not are large indoor spaces used?** | [x]  [ ]  [ ]  | **MDAs will regularly sanitise play equipment used at lunchtime.** **Lunch times have been changed to incorporate social distancing.** **Multiflex encouraged to use outdoor spaces as much as possible.** |
| Will movement in general be reduced around the school/early year’s settings for staff and pupils? | [x]  [ ]  [ ]  | **Staff encouraged to use message pal to communicate where possible.****Reduce the number of times the school office is used. Photocopying done after school or via admin.** |
| **Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?** | [x]  [ ]  [ ]  | **Mr Baugh will meet the children virtually through Teams. Assemblies are able to take place in the hall with their bubble.**  |
| 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? | [x]  [ ]  [ ]  | **Ask contractors before they enter the building if they are symptomatic as a precaution.****Information to Parents explaining the procedure if there is a suspected case of COVID in school with links to the current guidance.** |
| Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?  | [x]  [ ]  [ ]  | **School library will continue to be a safe place for children to wait for their parents/ carers.** |
| Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and 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 (**see schools H & S website for training resources**)?Are staff aware of how to safely dispose of PPE (**double bagged, stored for 72 hours then disposed of)**? | [x]  [ ]  [ ]  | **Posters for Donning and Doffing PPE displayed in the library.** **Instructions for disposing of PPE displayed on the PPE bin.****The above information is also available on the staffroom notice board.****The school staff will be emailed a link to PPE usage and how to safely dispose of equipment.** |
| Are arrangements in place to have the separation areas thoroughly cleaned after use? | [x]  [ ]  [ ]  | **The cleaning company will be informed to complete a thorough clean of the area after the premises manager has cleaned.**  |
| 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? | [x]  [ ]  [ ]  | **Staff and children must exercise good handwashing. Notify the SLT so that cleaning can be carried out.****Children and staff to use the outdoor area whilst this is carried out.****If raining then children may use the hall.** |
| 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 schools 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? | [x]  [ ]  [ ]  | **In information to staff.****Staff emailed current Gov Guidance- School Opening September and informed that this will guide our Risk Assessment and our information to parents and staff.****In information to parents.** |
| Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs? | [ ]  [ ]  [x]  | **Stocks of PPE available in the cupboard in the main entrance.** **Weekly checks to ensure that stocks are replenished.** |
| 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? | [x]  [ ]  [ ]  | **There is a stock of PPE for changing nappies and also organising children who require changing.** **The area will be cleaned thoroughly after it has been used.** |
| 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? | [x]  [ ]  [ ]  | **Cleaning company provides PPE for cleaners.**  |
| **Are there sufficient handwashing stations in preparation for the increase in pupil numbers?**Does the school hold sufficient stocks of handwashing materials?**If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts?****Consider skin friendly cleaning wipes as an alternative?** | [x]  [ ]  [ ]  | **Children encouraged to wash hands in the toilets. Where numbers have increased children will be able to use the sinks in the wet areas.****AG to manage and replenish stock with support from TP Business Manager.****Sanitising stations located throughout school for adults only. Children are able to bring their own named sanitiser with permission from parents.**  |
| Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc? | [x]  [ ]  [ ]  | **AG to manage and replenish stock with support from TP Business Manager.****Staff to inform AG when if stocks are running low.** |
| 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? | [x]  [ ]  [ ]  | **Handwashing is regularly encouraged.** |
| Are pupils encouraged to wash hands before and after breaks/lunches? | [x]  [ ]  [ ]  | **Handwashing is a must. Extra time during the school day will be set aside for handwashing at the teachers discretion.** |
| 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? | [x]  [ ]  [ ]  | **Posters on toilet doors remind children that only three children should be in the toilets at any one time.****Toilets are identified as a hot spot and will be cleaned more regularly.****Children and staff are using hand dryers.** |
| Are pupil handwashing areas supervised? Is hand sanitiser required? | [x]  [ ]  [ ]  | **Teachers and Tas to work together to ensure that the children are supervised whilst washing their hands.** |
| Have shared water fountains been taken out of use? | [x]  [ ]  [ ]  | **Water fountains continue to be out of use.** |
| **Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning?** | [x]  [ ]  [ ]  | **Continue to meet and greet at the gate and teachers to meet and greet at the classroom door.** |
| **Are staff / pupils advised to cover any cuts or wounds?** | [x]  [ ]  [ ]  | **Parents and staff to be informed and encouraged to cover cuts and open wounds.**  |
| Any other hazards?      |

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| Fire/ Emergency Incidents and Building Issues  | **Yes / No / N/A** | **If No, describe issue**  |
| Has the full site fire risk assessment been reviewed? | [x]  [ ]  [ ]  | **This was reviewed in April by the Head Teacher.** |
| Have fire evacuation plans been reviewed to reflect any areas change of use? | [x]  [ ]  [ ]  | **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 social distancing **where possible**?Are incident controllers/fire marshals aware of new procedures? | [x]  [ ]  [ ]  | **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? | [x]  [ ]  [ ]  | **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 social distancing **where possible**? | [x]  [ ]  [ ]  | **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 **where possible**? | [x]  [ ]  [ ]  | **See above** |
| Have extra muster points been allocated to allow for social distancing **where possible**? | [x]  [ ]  [ ]  | **The children’s lines, for muster points, will begin further forward.** |
| Have Business Continuity/Recovery plans been reviewed to reflect any changes? | [x]  [ ]  [ ]  | **The business continuity plan will be updated.** |
| Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements? | [x]  [ ]  [ ]  | **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? | [x]  [ ]  [ ]  | **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? | [x]  [ ]  [ ]  | **Yes, these are completed every Friday by Premises manager.** **We will have a fire drill within the first week of opening in September.**  |
| **As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open?** | [x]  [ ]  [ ]  | **School has been open during lock down and all water outlets were used regularly.** |
| 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? | [x]  [ ]  [ ]  | **The occupational risk assessments will be reviewed to reflect this situation.****TP** |
| Have environmental risk assessments been reviewed?Have they been communicated to staff?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. **COVID Isolation room and bathroom facilities?**
11. Kitchens
12. Dining rooms
13. Halls/gyms
14. Science and DT area?
 | [x]  [ ]  [ ]  | **Head teacher to update the risk assessments in light of COVID 19 and planned changes to the school environment.****The risk assessments for these areas have been reviewed and are stored in the risk assessment section of the admin file server.** |
| Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances? | [x]  [ ]  [ ]  | **This was completed in July 2020 and will be revisited on the 1 September 2020.** |
| Have vulnerable staff been identified **who will require a specific personal risk assessment?****Have appropriate control measures been implemented?****Is a risk assessment action plan is place and regularly reviewed?** | [x]  [ ]  [ ]  | Risk assessments have been completed for members of staff who need them. This will be ongoing according to the needs of staff and the potential risk that may need assessing.Risk assessments will be reviewed regularly and when necessary. |
| Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date? | [x]  [ ]  [ ]  | Risk assessments for individual children will be completed with relevant health care professionals and organising  |
| 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? | [x]  [ ]  [ ]  | **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? | [x]  [ ]  [ ]  | **Premise Manager completes regular checks in all of these areas and presents the information to the HT and FGB** |
| 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 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? | [x]  [ ]  [ ]  | **This process is over seen by property services and in addition to this all contractors are provided with PPE and sanitisers on entry to school and constructed to clean up after themselves following their visit. This is supervised by admin and site staff.** |
| Are there sufficient first aiders on site? | [x]  [ ]  [ ]  | **Yes all staff first aid trained 21/07/2020** |
| In the event of first aid being required and social distancing not possible is there correct PPE provision? | [x]  [ ]  [ ]  | **All school staff have had COVID first aid training to ensure first aid can be delivered in the current climate.****Gloves, aprons and face masks are available. Stored in the cupboard in the entrance hall.**  |
| In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff? | [x]  [ ]  [ ]  | **Team Teach training was cancelled due to the lockdown. Staff are no longer trained to physically restrain children. School will follow the guidance using reasonable force July 2013. Will also refer to summary of advice on physical handling during covid 19 issued by Vanessa Nice.**  |
|  If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place? | [x]  [ ]  [ ]  | **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. | [x]  [ ]  [ ]  | **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 social distancing? | [ ]  [x]  [ ]  |  |
| 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? | [ ]  [x]  [ ]  |  |
| **For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alterative roles on school site?** | [x]  [ ]  [ ]  | **Member of staff (LR) starts maternity leave 01/09/2020** |
| **Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?** | [x]  [ ]  [ ]  | **We have two ELSA trained Tas and all staff have completed a basic awareness in mental health training. Staff know how to and where to sign post families for support.** |
| **For schools who use volunteers for support roles, is mixing in groups kept to a minimum?****Are they instructed to socially distance?** | [x]  [ ]  [ ]  | **Student Tas will be fully briefed on staying alert to the virus in school. They will follow the timetable for their bubble and will be provided with information for staff documents.**  |
| Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?Are relevant communication strategies in place to keep governors informed? | [x]  [ ]  [ ]  | **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** |
| **Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?**  | [x]  [ ]  [ ]  | **All packages are left on the yellow crosshatches outside the main entrance.** |
| Any other hazards?      |

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| --- | --- | --- |
| Test, Trace, Isolate and Local Outbreaks | **Yes / No / N/A** | **If No, describe issue**  |
| **To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?****Are these groups considered when pupils are using dedicated school transport?****Smaller groups could ultimately lead to less persons being required to isolate.****Are records of groups and group interaction retained for 21 days or more?** | [x]  [ ]  [ ]  | **Children and staff are organised into 3 bubbles. Social distancing is promoted throughout the school between staff and pupils.** **Attendance records are kept on SIMS** |
| **Are records kept of all visitors/contractors to site and retained for 21 days or more?****Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?****Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?****Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?****If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?****All of the above, staff/parents/pupils should be advised to follow ‘COVID-19 Stay at Home Guidance’ for households.** | [x]  [ ]  [ ]  | **ST to organise a book for contractors.****Yes, all staff and visitors are aware of policy and procedures if they are ill and if tested positive. Shared on website and emailed to parents.** **Yes, see parents information on website.****Yes disabled toilet in the main entrance will be available.**  |
| **Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?** | [x]  [ ]  [ ]  | **Due in the autumn term. Local sites available in Runcorn and Widnes.** |
| **Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?****Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?****2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.** | [x]  [ ]  [ ]  | **Yes, Head teacher to ensure test results are communicated as soon as possible.****Head teacher will inform immediately.** **It is important to follow the advice of the LA team on any cases within school and**  |
| **Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?** | [x]  [ ]  [ ]  | **If necessary**  |
| **On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?** | [x]  [ ]  [ ]  | **See previous** |
| **For individuals or groups of self-isolating pupils are there remote education plans in place?** | [x]  [ ]  [ ]  | **If necessary.** |
| **If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?** | [x]  [ ]  [ ]  | **School will revert to remote learning plan.** |
| **Has the contents of this risk assessment been shared with your staff?****Have they been involved in the preparation process?** | [x]  [ ]  [ ]  | **SLT completed the risk assessment. All staff informed and asked for their views which were taken into account.**  |

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

Due to stringent risk assessments and planning, there are no negatives to transfer on to the risk assessment proforma. We will complete risk assessments as they arise.

Risk Assessment Proforma

|  |  |
| --- | --- |
| **School:** **Assessor:**  | **Assessment Date:** **Review Date:**  |
| **HAZARDS** | **NO.****AT** **RISK** | **EXISTING CONTROLS** | **RISK****LEVEL** | **ACTION REQUIRED** | **DATE****DUE** | **SIGNED****OFF/DATE** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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Risk Assessment Key

**Likelihood Severity**

Probable = 3 Fatality 3

Possible = 2 Serious Injury/Time lost 2

Unlikely = 1 Minor Injury 1

# Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating** | **Actions Required** |
| 1 | Insignificant | No action required and no records needed |
| 2 – 3 | Low | No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained. |
| 4 | Medium | Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible. |
| 6 | Medium | Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken. |
| 6 – If Fatality | High | Work should not be started or continued. |
| 9 | High | Work should not be started or continued. |

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|  |  | **Consequence** |
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|  |  | **Minor (1)** | **Serious Injury (2)** | **Fatality (3)** |
|  |  |
| **Likelihood** | **Unlikely (1)** | **1** | **2** | **3** |
|
| **Possible (2)** | **2** | **4** | **6** |
|
| **Probable (3)** | **3** | **6** | **9** |
|
|  |  |  |  |  |
|  | **Low** |  |  |  |
|  | **Medium** |  |  |  |
|  | **High** |  |  |  |

**Version control and Change History**

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