

## Risk Assessment

<b>A</b>	<b>Date:</b> 04/07/21	<b>School:</b> St Michael's CP	<b>Team:</b> Leadership	<b>Location:</b> Whole school
	<b>Review Date:</b> Fortnightly	<b>Ref:</b>	<b>Assessor:</b> Head/DH/SBM	<b>Head Teacher:</b> Alyson Rigby

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities
----------	---

<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>RA – Reviewed following the closure of the Y1, Y3, Y4, 1 Y5 and 1 Y6 bubble following positive cases within each bubble. The main change will be that all year groups will now move to class bubbles with IMMEDIATE effect.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a> (updated 24th May - though no changes to any guidance from 10th May update)</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>'The way to control this virus is the same, even with the current new variants. Current evidence suggests that the Public Health England (PHE)-endorsed 'system of controls' that have been in use throughout the coronavirus pandemic and which are set out in this guidance - which includes minimising contact with individuals who are unwell, use of face coverings in corridors and communal areas, cleaning hands and good respiratory hygiene, regular thorough cleaning of the school, minimising contact,</p>	L

			<p>ventilation, use of PPE where specifically advised – continue to be the right measures to take.’</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: <u><a href="#">Personal Protective Equipment (PPE) Policy</a></u></p> <p>Reference School infection control risk assessment: the school’s infection control risk assessment was reviewed June 2020 and is followed throughout.</p> <p>All school staff (midday supervisors, kitchen staff, peripatetic teachers etc) are strongly encouraged to access the LFT testing from school twice weekly for the foreseeable future (See specific RA for this testing). Catherine Elson (SBM) is our Covid Coordinator and Angela Chiocci is our Registration Assistant. All communication and queries to come to this team or the Covid team. The LFT testing will be fully implemented in line with DFE and NHS guidelines. This will be strongly encouraged for full participation but remains voluntary.</p> <p>If staff are unable to access this testing: All school staff (midday supervisors, kitchen staff, peripatetic teachers etc) are strongly encouraged to have a regular (weekly/fortnightly) COVID test at one of the cities symptom free centres.  <a href="https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/how-to-get-tested/symptom-free-testing/">https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/how-to-get-tested/symptom-free-testing/</a></p> <p><b>Confirmatory PCR tests</b></p> <p>Staff or pupils with a positive LFT test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFT test and the pupil can</p>
--	--	--	--

			<p>return to school. Those with a negative LFT test result can also continue to attend school and use protective measures.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Parents/Carers: as part of weekly newsletter: will be informed that if their child/ren or a household member are exhibiting any COVID-19 symptoms will not be allowed in school and they must inform the school. (Newsletters shared via App and website). Test and Trace guidance leaflet also shared.</p> <p>Parents/Carers provided will be provided with regular COVID-19 Updates via school App and website (Covid Page for quick and easy access - Covid Team to monitor on weekly basis to ensure most up to date information is displayed)</p> <p>Parents/Carers will be provided with regular updates provided by Public Health and Liverpool City Council via school App/Website/twitter and if required paper copies.</p> <ul style="list-style-type: none"> <li>● Managers must also review all of the following applicable individual risk assessments where relevant:</li> <li>● <b>New and expectant mother</b></li> <li>● <b>Extended duty of care</b> – all complete in consultation with staff member and a review in light of Local Tier restrictions (Liverpool being placed in Tier 3 – Very High Alert)</li> <li>● <b>Stress</b> – any staff experiencing increased levels of stress/anxiety will be offered professional online counselling support funded by school and offer to meet with a LT member confidentially for them to explore further and appropriate support. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 08000 562 561. <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> </ul>
--	--	--	--

			<ul style="list-style-type: none"> <li>● <b>Individual Pupil assessments:</b> If any child/ren are struggling to maintain SD within the class environment the teacher is to direct additional staff member to support this by eg: taking the children to have a rest/ movement break.</li> <li>● All identified pupils with additional needs will have a personal RA. These are reviewed in line with the school RA review schedule and have been reviewed in light of Local Tier restrictions (Liverpool being placed in Tier 3 – Very High Alert)</li> <li>● Each staff member is responsible for being familiar with and adhering to individual RA. (provided by <b>NB or MH</b>)</li> </ul> <p>Any instances of staff not attending school in citation of Section 44 of the Employment Rights Act of 1996 will be supported on a 1:1 basis.</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> <li>● Vulnerable member of staff and/or pupil who has received a Government shielded letter.</li> <li>● Staff who have an extremely vulnerable household member.</li> <li>● Staff who live with a vulnerable person</li> </ul> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> <li>● Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> </ul>
--	--	--	---

			<ul style="list-style-type: none"> <li>● Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>● Department for Education <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> (Updated 5th March)</li> <li>● <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</a> (Updated 10th May)</li> <li>● Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>● HSE COVID19 latest information and advice</li> <li>● HSE Working safely during the coronavirus guide</li> <li>● Government guidance COVID-19: guidance for schools Covid-19</li> <li>● Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>● Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>● Government publication COVID-19: cleaning in non-healthcare settings</li> <li>● Government publication Best Practice: how to hand wash</li> <li>● Government guidance for food business on Coronavirus (Covid-19)</li> <li>● Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p><b><u>Members of staff in Schools classed as Clinically Extremely Vulnerable</u></b></p> <p>Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield. Updated advice is for the group to continue taking extra precautions</p>
--	--	--	--

			<p>to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV are advised to work from home where possible, but can attend their place of work if they cannot work from home.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>School has established a Covid-19 Safe Leadership group that is timetabled to meet at least weekly to review and revise systems and make any updates to RA. Each Bubble has a designated Bubble Co-ordinator to support and manage the implementation of school RA and contribute to the review and evaluation of school practice.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>● Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>● Disposable half face mask</li> <li>● Disposable gloves</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>● Disposable aprons</li> <li>● Where personal care is to be provided eye protection/surgical face mask</li> <li>● <i>Plastic clear visors/goggles to protect against spitting</i></li> </ul> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.  <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> (Updated 1st March)</p> <p>Ensure everyone is advised to clean their hands thoroughly and more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser.</p> <p>You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul> <p>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important. Make sure enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, you must ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Some</p>
--	--	--	---

			<p>pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.</p> <p>Tissues will be available in all classrooms and shared spaces as will lidded bins.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc. School leaflet created for all families detailing this information –paper copy/website/School App. This leaflet will be regularly revised and updated under a version control protocol.</p> <p>Staff kept informed via email, online meetings etc; Regular Headteacher briefing will be emailed to all staff with Covid Safe updates and changes to RA.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>● HSE RIDDOR reporting of COVID-19</li> </ul>	
2		Staff	<b>Ventilation</b>	L



	Covid-19 virus; General school environment	Pupils Visitors Contractors	<p><b>Windows and doors (where they are not fire doors and it is safe to do so) to be open in all classrooms and around the school in order to aid natural ventilation and purge the air. Staff and children are encouraged to wear warmer clothes to accommodate this - uniform is now to be worn.</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> </ul>	
--	--	-----------------------------------	--	--

			<ul style="list-style-type: none"> <li>• providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform</li> <li>• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> <p>Attendance will be mandatory for all pupils of compulsory school age from 8 March. Schools affected by the Remote Education Temporary Continuity Direction are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19). This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Identified ‘in’ and ‘out’ gates for both buildings to reduce congestion.</p> <p>All parents/carers must wear face coverings when entering school grounds. ALL STAFF must also wear a face covering when on morning and end of day duties and any/ all dealings with parents. If parents/carers not able to wear a face covering (exemption) asked to maintain 2m Social Distancing on the playground. School will provide masks to those parents who do not have one.</p> <p><b><u>Face coverings:</u></b>  <u>In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible -10th May</u>  <u>Face masks must be worn by all adults when outside of their bubble area - corridors, staff rooms (unless eating/ drinking) etc</u></p>	
--	--	--	--	--

			<p>FACE COVERINGS MUST BE WELL FITTING (NOT BAGGY) AND COVER THE NOSE AND MOUTH AT ALL TIMES. THEY ARE NOT TO BE WORN UNDER THE CHIN OR PULLED DOWN WHEN SPEAKING TO OTHERS.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p><b><u>Guidance taken from PHE: Information sheet J – Mask and Face coverings</u></b></p> <p><u>Face coverings</u></p> <p>A cloth face covering catches your respiratory droplets. It does not protect you, but may help protect people you come close to. You must wear your face covering properly, covering your mouth and nose. If you wear glasses, make sure that the glasses do not prevent the covering from having a good fit. Don't touch the outside of your face covering. Wash your hands before putting your face covering on, and after taking it off. Care home staff and visitors who are working within 2 m of a resident will wear clinical face masks. The type of face mask chosen will depend on several factors. The latest guidance on face masks is available from the <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> web site.</p> <p><u>Safe wearing and removal of face coverings</u></p> <p>You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes. Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>• cleaning of hands before and after touching – including to remove or put them on</li> <li>• safe storage of them in individual, sealable plastic bags between use</li> </ul>
--	--	--	---

			<p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Markings are laid out on the playground and school areas for parents to collect children from at the end of the day – radios will be used and children will come out once their parent arrives and they have been called for. Parents actively encouraged not to gather to speak to staff or other parents. All messages etc will be communicated via phone. ALL STAFF MUST HAVE A FACE COVERING AND FULLY CHARGED RADIO DURING HOME TIME. Infants – parents will enter the Nursery gate and exit the Infant one as normal and staff will man their doors calling children as parents/ carers arrive. Juniors – parents will enter and exit through normal gates.</p> <p>The LT member on the gate will radio through as parents arrive for children to come out. STAFF MUST HAVE RADIOS SWITCHED ON FROM 2.55PM AND HAVE CHILDREN READY TO GO.</p> <p>Entry: 8.40 – 8.50am Infants – as previously arranged. Juniors – no parents into the yard as prior to Lockdown 3.</p> <p>Exit 3.10 – 3.25pm Infants as previously arranged (extra staff may be need on yard to dissuade parents from gathering/ attempting to talk to teachers etc) Juniors – LT on gate. Staff member from each year group at designated spot with fully charged radio and year group sign. Children come when they are called for. Entry and exit gates in operation.</p>	
--	--	--	--	--

			<p>The school first aid risk assessment, reviewed June 2020, will be followed throughout. There will be an adequate number of first aid trained staff on site. This will be kept under regular review. Updated guidance can be found here:  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>The school signing in and out system electronic system will be used – above cleansing systems in place to clean hands and screens after use.</p> <p>Reception officer to clean screens/touchpads regularly – this will be timetabled.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>● Entrances to building (During building re-modelling work temp entrance via Infant building)</li> <li>● Classrooms/entrances to classrooms</li> <li>● Corridors</li> <li>● Staff rooms</li> <li>● Toilets</li> <li>● Changing areas</li> </ul> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Corridors, walkways and staircases have tape markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p>
--	--	--	--

			<p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken via video call and in 'bubbles' where appropriate.</p> <p>'You should plan how shared staff spaces are set up and used to help staff to distance from each other. You should minimise the use of staff rooms, although staff must still have a break of a reasonable length during the day.'</p> <p>The use of school staff rooms is minimised to maximise social distancing between colleagues – there are clear maximum occupancies in each staff room and these MUST be adhered to at all times. Face coverings must be worn when not consuming food or drink. Time spent seated is limited to 15 mins in staff rooms. Staff should avoid face to face and minimise time spent within 1 metre of anyone. <b>Staff MUST only sit with those from their own bubble with a maximum capacity set for each table.</b></p> <p>Information on face coverings and visors below:  <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a> (updated 10th May)  <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf</a></p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Staff rooms have been evaluated in light of LA guidance to establish a maximum capacity to ensure appropriate social distancing.  Additional cleaning of 'touch points' in staff room areas throughout school day in place.</p> <p>Breakfast Club will reopen - please see separate RA.</p> <p>Sparkles will close as of Friday 14th May - please see separate RA.</p>
--	--	--	--

			Extra – curricular after school clubs will restart. Where staff are leading a club outside of their own bubble they must aim to keep 2m distance where possible and if appropriate take the club outside.	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors and face coverings must be worn where interactions take place elsewhere.</p> <p>Staff who are able to work from home, are encouraged to do so. All staff in work and where approp 'Extended Care RA' completed for applicable members of staff.</p> <p>Office windows will be opened, to encourage as much natural ventilation as possible and purge the air– staff encouraged to wear warmer clothes to accommodate this.</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. If this is not possible during the re-modelling screens will be placed between desks to support covid safe.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken. If workstations require to be used by than more one person, the station is cleaned thoroughly by colleague leaving the station. This will be required in school Reception area.</p>	L

			<p>In general office staff will have allocated desk space.</p> <p>During building work due to limited telephone access staff will be extra conscientious in cleaning phones between use.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Clear markings on floor in admin office and by reception area to highlight 2m distance from staff. All non admin staff visiting these admin rooms must adhere to these SD markings.</p> <p>If staff need to use a school phone in office they must thoroughly clean before and after use by using an antibacterial cloth.</p> <p><b>A clear desk policy is in place.</b> All work items and belongings, including mobile phones are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Where they do take place staff are advised to wear face coverings throughout and SD.</p> <p>Staff meetings/ LT/ RWI training will take place in the infant or Junior hall. Staff must sit within their bubbles and maintain 2m distance from those outside of their bubble.</p>	L



			<p>Face to face group training will not take place until further notice.          Briefings will be conducted via email. Critical information is cascaded to other staff.          School has established the role of Bubble Coordinators to facilitate the dissemination of information to staff within bubble.          Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.          Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. <b>Attendees to remove all items following the meeting.</b>          Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. <b>Additional cleaning materials</b> will be provided in all meeting rooms for use by staff and replenished as required.          Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>
5	Covid-19 virus: Classrooms	Staff  Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> <li>● Minimise mixing within settings e.g. different rooms for different age groups</li> </ul> <p>Primary Schools:</p> <ul style="list-style-type: none"> <li>● All year groups will operate in 'class' bubbles and will not mix with other bubbles (Other than Reception).</li> <li>● Where necessary teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they must try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> </ul> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom from Y3 upwards.</p>

			<p>Pupils are seated side by side as opposed to opposite each other. For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. Cleaning bay stations created in all areas.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Workshops and therapies (Lego, woodwork etc.) layouts follow the same layout considerations as general classrooms.</p> <p>Cleaning of hands is necessary when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p><b><u>Advice on music lessons</u></b> The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance.</p>	
--	--	--	--	--

			<p>You should take particular care in music, dance and drama lessons to observe social distancing where possible.</p> <p>Additionally, you should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p><b><u>Singing, and playing wind and brass instruments in groups</u></b></p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections. Government has published advice on safer singing.</p> <p><b><u>Playing outdoors</u></b></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p><b><u>Playing indoors</u></b></p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p><b><u>Social distancing</u></b></p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2</p>
--	--	--	---

			<p>metres is appropriate. Pupils should use seating where practical to help maintain social distancing. Seating positions Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <p><b><u>Microphones</u></b> Use microphones where possible or encourage singing quietly. Handling equipment and instruments Measures to take when handling equipment, including instruments, include the following.</p> <p><b><u>Handwashing</u></b> Require increased handwashing before and after handling equipment, especially if being used by more than one person.</p> <p><b><u>Avoiding sharing instruments and equipment</u></b> Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists’ own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. Instruments should be cleaned by the pupils playing them, where possible.</p> <p><b><u>Handling scores, parts and scripts</u></b> Limit handling of music scores, parts and scripts to the individual using them.</p> <p>SEE ALSO THE SEPARATE MUSIC RA.</p> <p><b><u>Physical activity</u></b></p>
--	--	--	---

			<p>You have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your <a href="#">system of controls</a>.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Where you are considering team sports you should only consider those 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 such as sports on the list available at grassroots sports <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a>.</p> <p>From 29 March, outdoor competition between different schools can take place.</p> <p>From 12 April, indoor competition between different schools can take place.</p> <p>Refer to:</p>
--	--	--	--

			<ul style="list-style-type: none"> <li>● guidance on <a href="#">grassroot sports for public and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></li> <li>● advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>● guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents</li> <li>● <a href="#">using changing rooms safely</a></li> </ul> <p>You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.</p>	
6	Covid-19 virus: Dining areas	Staff  Pupils	<p>Due to class bubbles - some year groups may have to eat lunch in their classrooms for the remainder of the year.</p> <p>All year groups to continue sitting on one side of the table only and can mix within their own bubble.</p> <p>Dining room to be laid out so that ‘bubbles’ are separated whilst eating.</p> <p>Lunch times will be staggered to ensure ‘bubbles’ do not mix.</p> <p>Allocated areas on the playground identified where class bubbles can play with 2m distancing between bubbles.</p> <p>Dining room tables and chairs will be wiped down between sittings –additional lunchtime staff allocated to support additional cleaning schedule.</p>	L

			<p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing at all times and to wear face coverings when in dinner hall.</p> <p>The lunch rota is reviewed on a regular basis by LT.</p>	
7	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School start and pick up times remain staggered to reduce the numbers attending the site at the start and finish of the day. Extended opening session 8.40am - 8.50am. 3.10pm-3.25pm to reduce congestion by gates.</p> <p>Parents and guardians are requested to drop their children off/ collect alone e.g., not both parents attending at once, wear a face covering at all times and are encouraged to leave the playgrounds once they have dropped off/ collected their child in a timely fashion. Older siblings who do not attend our school must wait outside the school gates.</p> <p>Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. Signage in place to support this message. Markings are clear outside classrooms with doors onto the playground.</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times. All gates will be manned by SLT and staff to support drop-off and pick up.</p> <p>All classes have two way radios to message to gate staff and vice versa to support the drop-off and pick up.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p>	L

			<p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. This has been reviewed to reflect the change to class bubbles.</p> <p>Where possible the numbers of pupils using toilets will be managed. Pupils informed to maintain SD using toilets –signage up to support this messaging. Maximum occupancy labelled on both staff and pupil toilets.</p>	
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff must maintain 2m distance from staff from all other bubbles at all times where practical and heed the guidance regarding direct contact. Staff to wear face coverings when moving around the school – corridors, dinner hall, staff rooms, toilets etc.</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>● Aim to maintain 2m social distancing at all times, where practical.</li> <li>● Limit number of surfaces touched, where possible.</li> <li>● Keep hands away from face as much as possible.</li> <li>● Regularly perform appropriate hand washing.</li> </ul> <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practical.</p> <p>All children have been provided with a personal sturdy plastic cup which has their name on it to access water through the day. These cups must be cleaned daily by support staff in Bubble. Children are not permitted to bring bottles of water into school.</p>	L



			<p>Clear plastic reading folders will be provided (easy to wipe and clean) for children to take home and return to school reading books and homework books.</p> <p>All children will be provided with own stationary pack.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• lunch boxes</li> <li>• hats and coats</li> <li>• books</li> <li>• stationery</li> <li>• mobile phones</li> </ul> <p>Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	
9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Dedicated, additional cleaning will take place throughout the school day (cleaners x 2 all day + Head cleaner x 1 up to 10.30am and from 2.30pm) and across the school with touchpoints and hotspot areas identified and focussed on – staff rooms, shared areas (toilets etc).</p> <p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Reference existing school COSHH risk assessments: In place and reviewed July 2020.</p>	L

			<p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Play equipment has been allocated to specific bubbles with no sharing of equipment indoor or outdoor.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day. Cleaning rotas in place.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. Staff to alert cleaning team/ caretaker/ COVID team when supplies are running low. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>● Printers/photocopying machines</li> <li>● Lift buttons and door entry keypads</li> <li>● Door, fridge and cabinet handles</li> <li>● Light switches</li> <li>● Kitchen surfaces</li> </ul> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been. This bubble will be relocated to another school area (hall) to allow deep clean where possible.</p>	
--	--	--	--	--

<p>10</p>	<p>Covid-19 virus; Pupils and staff who become symptomatic during the school day</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate.</p> <p>Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p> <p>If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>	<p>L</p>
-----------	--	--	---	----------

			<p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required.</li> <li>• a window should be opened for fresh air ventilation if it is safe to do so</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children’s social care settings guidance</li> </ul> <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a ‘bubble’ will be sent home and advised to isolate in line with guidance.</p>	
--	--	--	---	--

**Risk Level: High:** Accident likely with possibility of serious injury or loss

**Medium:** Possibility of accident occurring causing minor injury or loss

**Low:** Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High                  Medium                  <u>Low</u></p>	<p>Risk assessment signed off by: Alyson Rigby</p> <p>Signature: <i>A. Rigby</i></p> <p>Date: 04/07/21</p> <p><i>Please note an electronic signature will suffice.</i></p>
---	---	--

Online learning addendum		
Informed parental consent		
Consent allows parents to make an informed decision about whether to allow their child to participate. It is also an outward signal to parents that we take online safety seriously. Advice sought from LA.	Parents were contacted prior to the use of Google Classrooms and informed that this would be our chosen platform. Parents made aware of the expectations for children taking part in Google Meets. Parents made aware that GM would be recorded and posted on GC pages. Parents asked to opt out of this if they wished.	Staff to monitor engagement on GM – there is a clear safeguarding protocol in place for concerns. All logged on CPOMS. DSL/ DDSL to be contacted immediately if child is in danger.
Staff and pupils use the platform safely and appropriately		
Protocols ensure that staff and pupils are able to use the platform safely and appropriately.	Protocols for staff, parents and children have been drawn up by the safeguarding team and shared with all parties. All sessions are recorded and where possible attended by members of staff. Recordings kept in line with GDPR.	Staff to monitor engagement on GM – there is a clear safeguarding protocol in place for concerns. All logged on CPOMS. DSL/ DDSL to be contacted immediately if child is in danger. School behaviour policy followed online and children reminded of this.
Privacy and controls		
Privacy tools and controls will ensure that staff and children are kept safe and no non-pupils access GC.	Online safety remains a priority – recap that no log in details, GM links etc should be shared outside of the GC. Settings managed to ensure that only authorised users can be admitted. Staff member to log in first to GM in order to maintain ownership of any recordings, host controls etc.	Online safety covered through Safer Internet Day and the digital curriculum. Children regularly reminded of the need to not share login details. When a breach occurs – passwords are changed and individual/ groups of pupils spoken to.

1:1 Video sessions – internal and external		
Protocols ensure that staff and pupils are able to use the platform safely and appropriately.	Parental consent gained by all parents prior to sessions. Clear protocol set out for staff and parents all sessions will be recorded and a parent/ adult must remain in the room at all times. Staff working from home must host the session in an appropriate work space with a blank background o blurred background.	Regular check in s with staff conducting 1:1s. Staff to monitor engagement on GM – there is a clear safeguarding protocol in place for concerns. All logged on CPOMS. DSL/ DDSL to be contacted immediately if child is in danger. School behaviour policy followed online and children reminded of this.

## Useful links:

<https://swgfl.org.uk/resources/safe-remote-learning/>

<https://www.lgfl.net/online-safety/default.aspx>

<https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>