

## Risk Assessment Form- Springvale COVID (January Lockdown)v7



<b>School name</b>	<b>Springvale Primary School</b>
<b>Date of Assessment</b>	04.02.2021
<b>Manager / Event Leader responsible for the Basic Activity</b>	L McClure/R Fearn/H Kelly/all staff and GB
<b>Lead Risk Assessor for the Basic Activity (If applicable)</b>	LM/GB (DC) with an external review termly

**Activity covered by this risk assessment: Overview of the strategic approach to operating school provision safely for all pupils and staff- mirroring the latest pandemic position and Government guidance.**

### Risk Assessment Status

Revision	Date	Description	Amended By
1	29/08/20	Seating plans, local lockdown, references to attendance of pupils with medical conditions	LM
2	21/09/20	No changes	N/A
3	11/10/20	Track and trace update and disabled toilet clarification, cleaning after closure	LM/DC
4	08/11/20	Staff room, face masks, remote learning, EWO involvement and singing	LM/DC
5	21/12/20	Adjusted self-isolation period from 14 days to 10 in-line with Government changes	LM
Version 6 and 7	15/01/21 & 04/02/21	New version for January lockdown- includes concerns about growing numbers	LM/DC

Infection and transmission of Covid-19				
Hazard	Risks	Control Measures	Actions Required	Responsible person / Target Date(s)
Persons coming from home environment carrying Covid-19.	<p>Other pupils become infected.</p> <p>Staff become infected.</p> <p>Spread of the virus.</p>	<p>Staff are to monitor pupils entering school for visual signs of symptoms of Covid-19, if any symptoms are displayed, or have been in the last 24 hours, then the child should not enter school.</p> <p>Staff to take temperatures of pupils immediately after they enter school.</p> <p>Staff are to advise Headteacher ASAP if they are showing any symptoms of Covid-19 and not attend school.</p> <p>Ensure all staff and parents know the school's planned control measures. All contact details are up to date.</p>	<p>Parents advised that if child has been near to another person who is known to have been infected or is personally showing symptoms of the virus, as per current guidelines and symptoms, the child is not to attend school. School to be informed if the child is at home when symptoms begin. Temperatures checked on arrival- all staff and pupils. 2 thermo-guns per class and any above 37.5 reported to SLT and monitored during the day. Over 37.8 degrees sent home and for a COVID test. See flowcharts for next steps.</p> <p>Ensure that isolation period is now adapted to 10 days.</p> <p>Parents to be advised that if a member of their family are showing signs then they are to observe isolation procedures as per government guidelines and school to be informed ASAP. School to follow agreed bubble control measures. Home School Agreement shared with all families and staff. School office are to collate the persons within the bubble who are directly showing symptoms or member of the family who is showing symptoms for tracking and tracing purposes. Follow all advice from track and trace- encourage all parents and staff to download the app and follow advice carefully.</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>
Children arrive outside of set timings/staggers for each class.	<p>Inadequate staffing and spaces for children.</p> <p>Safeguarding issues.</p> <p>Lack of social distancing.</p>	<p>Identify likely numbers of each week, firm up numbers just before return and agree required staffing resource and approach and liaise with staff re:online and in-school teaching capacity.</p> <p>Put in place measures to check pupil, parent and staff wellbeing (including</p>	<p>Plan content and timing of communications to parents and pupils. Communications to include attendance expectations and other specific issues that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection. Pupil and parent communications prepared and shared.</p> <p>Confirm staffing based on those who are fit to attend and contact staff who have been shielding but are due to return. Please see our separate risk assessment on LTF staff testing- shared with staff, Governors and the LA (available on request to parents and unions.)</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>

		that of leaders).	Identify staff who can't return to school at this point and why? Plan how they can work from home (for example, supporting remote education).	
<p>Poor social distancing of parents/ guardians and children during taking to and collection from school.</p> <p>Reports of non-compliance with Home School Agreement.</p>	<p>Increased risk of transmission of Covid-19 between persons including pupils, parents and/or staff.</p>	<p>The school shall implement a clear time schedule to which persons delivering and collecting from school must strictly adhere to. This shall control numbers in the drop off / collection points.</p> <p>One ways system for parents to be implemented.</p> <p>2m or 1m plus signs and taped/painted distances to be erected, marked or fitted to indicate distances.</p>	<p>Original plan to be reviewed during early days of week commencing 1<sup>st</sup> January to ensure that the principle works with whole class bubbles and time schedules. Gradual growth in numbers allows us to test out the timings and systems.</p> <p>Headteacher, deputy head and H/S lead to monitor at drop off and collection area.</p> <p>Plan and schedule to be communicated to staff &amp; parents/ guardians. Include timings on daily register and ensure that staff/pupils are prepared for collection earlier than planned.</p> <p>Distance markers and signs to be fitted within the drop off and collection areas and around the route of the one-way system. Reminder letters, emails, tweets and texts. Welcome back tweets to help parents prepare re: logistics.</p> <p>Clarity on Home School Agreement about removing places if social distancing is not adhered to. Staff to set a good example.</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>
<p>Inadequate social distancing due to numbers in school / classes and other areas.</p>	<p>Transmission of Covid-19 between pupils and staff. Transmission of Covid-19 to families of pupils and staff.</p>	<p>Organisation of whole class groups, as described in the 'class or group sizes' in DFE guidance. PFI checks and guidance also adhered to.</p> <p>Organisation of school, classrooms, assemblies aa and other learning environments to limit cross contamination.</p> <p>Plan which lessons or classroom activities could take place outdoors to reduce numbers within school building.</p> <p>Review and plan which lessons can be delivered alongside the latest guidance (e.g. PE and computing issues). Consider position of staff and how often they mix.</p>	<p>Communicate the school plans to staff and parents and welcome feedback for staff with regular reviews of teaching areas, suggested curriculum and timetables alongside pupil numbers. Share risk assessment and updated policies with all staff and seek their views. Provide thorough information, training and support before starting the whole class bubbles <b>and update parents on class organisation following January lockdown plans</b>. Computing suite to remain closed. EYFS unit plans on hold. More iPads purchased for ICT lessons. Staff not to mix beyond 3 groups in a week- includes sports coaches. Clubs kept to individual bubbles. PE planned for personal resources and non-touch heavy activities.</p> <p><b>Return to max 18 group size on any given day unless an exclusive breakout space with an extra adult is available.</b></p> <p>Use a clear timetable and selection of classrooms or other learning area to reduce movement around the school or building when numbers in an area will exceed the maximum permitted to maintain social distancing. Keep bubbles to one indoor space unless</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>

		<p>Review how play equipment is used. Ensure it is appropriately cleaned between groups of children using it. Ensure that multiple groups do not use the equipment simultaneously. Most of the resources will be removed. See playground games ideas from DR and PE guidance from NEx/LMc.</p> <p>Assess the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.</p> <p>Control numbers of staff and pupils within each whole class bubble. Have flowcharts and plans for reaction to symptoms presenting or confirmed cases (see flowcharts and examples on INSET training).</p> <p>Schedule within each class sequences for break and lunch to access and egress the classrooms and area within schools.</p>	<p>absolutely necessary. When a different space or specific resources are used (e.g. music trolley) ensure they are cleaned immediately afterwards. <b>Singing can take place if it is (update) done online but children cannot sing in groups from January.</b></p> <p>Ensure that only essential visitors are permitted to enter the building. They must sign in, complete a visitor health check, have their temperature taken by a Senior Leader and have a full safety briefing.</p> <p>Ensure that the transiting of staff and pupils between areas are well monitored to ensure social distancing in corridors. Limit and avoid the use of corridors. When they are used, stay left. Some extra furniture has been removed to make best use of the space available.</p> <p>PPA taken at home- staff will sign a 'working at home' agreement.</p> <p>Class rooms to be accessed from outside whenever possible to reduce the numbers of internal transition areas. Classrooms should be well ventilated at all times. JK to undertake a 7am ventilation route each day and LM to check at 8am.</p> <p>Phonics and similar grouped activities will not take place as they normally would. Timetables have been organised so that staff/spaces are available to break whole class bubbles up into smaller, safer groups without mixing classes.</p> <p>If staff desperately need to approach a child please note advice of YouTube clip that has been shared. Key themes:</p> <ul style="list-style-type: none"> <li>• Not having face at same height as the children</li> <li>• Approaching child from behind</li> <li>• Not touching chair backs when leaning over</li> <li>• Discretely using hands and arms crossed to prevent physical contact</li> <li>• Avoid touching your face or mouth</li> </ul> <p>Use outdoor space for exercise or breaks.</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Ensure staff are clear on timings, consider transitions and things like hand washing and toilet breaks. Playground or field in 3 areas for each class bubble with access to toilets/safety routes planned.</p> <p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in,</p>	
--	--	---	--	--

			<p>groups should be kept apart as much as possible and tables will be cleaned between each group. There will be a premises check at 8am daily, a mid-morning and mid-afternoon clean of hotspots and toilets, a lunchtime clean of all learning spaces during lunchtime play and a deep clean in the evening.</p> <p>All plastic resources to be wiped down. Minimise use of face to face meetings- use electronic systems and email for communication. Consider parent consultation and <a href="#">Autumn/Spring events and alternatives like the Christmas film on YouTube.</a></p>	
Transmission of Covid-19 via materials/clothing/ surfaces, etc.	Staff and pupils become infected with Covid-19.	<p>All pupils in each class to have own stationary in a pencil case Y2-Y6 (not F1 to Y1 who will have clean, shared resources) and not be allowed to share. All other class resources to be shared within an exclusive bubble. Any whole school resources must be cleaned.</p> <p>Staff to be instructed where possible not to hold the backs of chairs or touch the pupil's tables. Pupil work books (paper based) will be shared between individual pupils and staff members for marking and feedback purposes.</p> <p>Table, chairs and other surfaces to be regularly wiped down with sterile wipes etc. Extra cleaning in place all day. All staff and children are to regularly wash hand for 20 seconds with warm, soapy water.</p> <p>Non-touch electronic hand sanitisers to be regularly used where required- 1 per class, 1 in shared areas and 2 at dining room doors.</p> <p>Keyboards and touch screens to have limited use and only used by one member person before wiping down.</p>	<p><b>Further staff training to be undertaken 1<sup>st</sup> January and beyond including Remote Teaching support and LFT processes.</b></p> <p>Ensure that all classrooms and teaching areas have lidded bins. Extra bins provided that are yellow and are double bagged for any clinical waste. This will protect ENGIE staff.</p> <p>Engie to ensure that the bins are emptied on a regular basis. Staff to monitor every two hours. Remove as much refuse as possible. Bodily fluid based waste to be disposed of straight away.</p> <p>Materials and PPE for when wiping down to be monitored and replenished as needed.</p> <p>Remind parents what equipment is needed and what should stay in school, etc.</p> <p>Pupils or staff with medical conditions offered a personalised approach and the use of face shields may be taken as a sensible step towards extra protection. Face masks not to be worn by pupils due to limited communication. Staff can choose to wear masks or shields but should avoid for whole class teaching due to communication needs.</p> <p><b>Parents to wear a face mask on school grounds at all times unless medically exempt or with prior permission.</b></p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>

		<p>Wipes and hand disposable towels to be disposed of in bins with lids on. Foot pedal controlled for key materials.</p> <p>Coats and PE kit back on pegs.</p>	<p>Parents attending school for pre-arranged meetings or for special events, e.g. transition visits, should wear a mask whilst indoor.</p> <p>Masks are optional for parents and pupils for travel to and from school and/or whilst attending outdoor events. The school will mirror Government guidance in this area.</p>	
<p>Transmission of Covid-19 via breath and air.</p>	<p>Staff and pupils become infected with Covid-19.</p>	<p>Rooms are to be well ventilated at all times.</p> <p>Staff are to approach students from behind and not get at face to face level whenever possible.</p> <p>Any persons with COVID related symptoms are to be removed from the room and taken to holding area in accordance with flow chart procedure.</p>	<p>Staff to ensure that the windows in the classroom are open to maintain the maximum number of air changes within the class room or area via natural ventilation. Pupils and staff informed to dress for such conditions.</p> <p>All staff are to be trained on the flow chart procedures and best practice for approaching a child. Consider positioning and extra protection for pupils with medical conditions.</p> <p>School procedures to be communicated to parents and guardians with collection requirements in case of child showing signs of Covid-19. Parent and pupil friendly letters.</p> <p>Most (generally older) classes to remove carpet seating arrangements. Teachers can choose their seating arrangement (e.g. rows or small groups for collaborative or key group input) but must ensure that children are 1m plus away from each other if they are facing each other.</p> <p><b>All visitors by appointment only. When entering school are to wear face coverings including but not limited to, contractors, parents, LEA staff.</b></p> <p><b>Signs to be put on main entrance and inner doors and a reminder when signing in.</b></p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>
<p>Level of hygiene is not adequate.</p>	<p>Increased risk in transmission of infection.</p>	<p>Ensure that sufficient handwashing/ hand sanitising facilities are available and adequately stocked/monitored for replenishment.</p>	<p>Regular monitoring of hand washing materials to ensure adequate supplies are in stock at school and is available.</p> <p>Review the <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>

		<p>Promotion of personal hygiene routines and displays around school/in each class.</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently.</p> <p>Ensure children frequently wash their hands with soap and water for 20 seconds and dry thoroughly clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. Are encouraged not to touch their mouth, eyes and nose. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Ensure that bins for tissues are emptied throughout the day.</p>	<p>Staff training on hand washing and assemblies for pupils online. All assemblies and story times will be online via secure virtual meeting platforms- password protected.</p> <p>Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. All classrooms have working sinks and water at appropriate temperature plus adequate bins with lids.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal or removed where they are deemed high risk.</p> <p>Extra hand sanitising is now in place through all areas of school. This is touch free and will be refilled regularly by cleaning staff.</p> <p>Computer suite not used for ICT (use iPads and clean after use) but can be used for group work at the desks. No equipment to be touched.</p>	
<p>Members of staff and/or pupils show signs of infection.</p> <p>Infection spreads through staff and pupils.</p>	<p>Workforce and children are infected, bubble(s) required to close and/or school cannot continue to operate.</p>	<p>SLT to be informed as soon as possible.</p> <p>Flowchart for staff and pupils showing signs of infection to be followed by all staff members. Ensure latest BMBC and PHE advice is shared with staff and parents.</p> <p>Specific room is allocated for member of staff and or pupil showing symptoms (POD area) advice all &amp; signs</p>	<p>Instruct all staff including SMSA staff on the isolation and informing parents procedures pre-school start briefing/training on 1<sup>st</sup> January.</p> <p>Specific room to be designated and sign posted. Door to be lockable to prevent unauthorised use, key to be kept in agreed place to prevent unauthorised use.</p> <p>Staff to be trained in putting on and removing PPE safety and lidded bins with disposable bags to be in place. Bins to be emptied post room use.</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>

		<p>to be displayed.</p> <p>Room to have a deep clean after person showing symptoms leaves building.</p> <p>PPE to be available for persons attending person showing symptoms.</p> <p>Continued assessment of staff and pupil infection rate and governing body and head in conjunction with local authority to confirm if school is to be shut down for any time period.</p> <p>Member of staff or pupil to leave school via specific entrance to minimise contact with others.</p>	<p>Stock levels of PPE to be monitored and ensure available for use in all classrooms and communal areas. Never fall below estimated fortnightly need levels.</p> <p>Follow <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Staff to be inducted as to infected person leaving school procedure.</p> <p>Daily temperature checks and procedure in place all shared with pupils, parents and staff. 2 thermo-guns per class from January. Ensure we always have batteries in in place as back up.</p> <p>Marking and feedback will return but the focus will be on high quality, verbal feedback whilst staff ensure that they pay extra attention to regular and effective assessment to support pupils to make accelerated progress.</p>	
Contamination of person whilst administering first aid.	Spread of Covid-19 to person or persons coming into close contact with others.	<p>PPE, Masks, Gloves, face shields and disposable aprons to be available and must be used by person administering first aid.</p> <p>All surfaces which person or persons have come into contact with must be wiped down immediately after first aid administer.</p> <p>All first aid treatments and incidents must be recorded with names of persons who came into close contact with injured/infected parties.</p>	<p>School to ensure that all PPE is readily available and reserve stocks acceptable to cover usage whilst new supplies are obtained.</p> <p>Revised 1<sup>st</sup> aid procedures are to be advised at staff briefing pre-school opening.</p> <p>HK to prepare and share first aid kits- easy to manage and wipe down. One per bubble to address issues with spreading/cleaning need.</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>



		<p>Children across school to self-administer wipes and/or plaster (with verbal support) to reduce the need to touch or go too close to children where an injury is deemed to be minor.</p> <p>Where support and first aid is needed, or where a child lacks the capacity to self-administer due to a special need, disability or lack of independence, a first aider or senior leader will support using PPE where necessary. In all instances of first aid the parent/carer will be informed.</p> <p>All items used in 1<sup>st</sup> aid treatment must be disposed of in hazardous waste bins</p>		
Close proximity to persons due to head injury or similar.	Transmission of covid-19 between persons.	<p>Ice packs are to be stored in community room freezer now.</p> <p>At end of breaks all used ice packs are to be wiped down prior to putting back into freezer.</p>	<p>Procedure for dealing with ice packs and rota of staff members to be established pre-school start.</p> <p>School to ensure clean ice packs available.</p> <p>Extra radio communications purchased for SMSA and leaders. Now have 6 in place. Must be charged after shifts.</p>	<p>LM/RF/HK All staff</p> <p>1<sup>st</sup> January Ongoing</p>
Several adaptations made to a normal school day for staff. Need to develop their approach and ensure bubbles don't mix.	Mixing groups, risking infection amongst pupils or staff.	<p>Staff room changed- maximum capacity now at 10. Staff to take lunch while their children are out at play so that staff room is not overcrowded.</p> <p>Office restrictions in place- visit on needs must basis only.</p> <p>Wipe-down boxes for any shared resources.</p>	<p>Only 10 accessible seats set up in the staff room- at a 2m+ distance and staffing bubbles considered, no bubbles within 2m for 15 minutes, indoor. No extra capacity. This includes only one person accessing the sink area. Additional facilities for Nursery staff - 2 people at a time in kitchen area in EYFS. Staff polled and risk assessed- chosen to have a shorter break in the staff room and access in smaller teams. 30 minutes max in the staff room with food. 2 other break areas allowed but no food to limit cleaning needs. EYFS to use a breakout staff room again.</p> <p>Do not mix closely in any areas- photocopying, resources, and</p>	<p>LM/RF/HK All staff JG/ECh 1<sup>st</sup> January ongoing</p>

		<p>Server storage tapes protected by two staff- equipment wiped down before and after.</p>	<p>shared rooms. Wipe down resources/surfaces that are for common usage. Extra admin to reduce need for all staff to access small, poorly ventilated spaces- e.g. P/C room. LFT admin in place for tracking test results and knock-on effect to staffing and bubble closures, etc.</p> <p>Email/phone communication where possible.</p> <p>Server tape swapped by JG Monday to Thursday and ECh on Fridays- wiped down before and after use.</p> <p>Concerned about Nursery- all governors worried that this group mixes more than any other (2 groups, some all day, some at wrap-around before AND after, many have grandparent childcare bubbles. This class is the most at risk yet the latest guidance suggests the whole cohort should be in. This will not be possible but provision will be made for all parents who require it and online teaching- including some live sessions- will be provided where parents do not feel safe to bring their child. <b>Our nursery pupils and staff will be treated with the same care, protection and support as the rest of school.</b></p> <p>Maximum number of person signs put up in staff room, and photo copier areas etc.</p>	
Transmission of infection outside the bubble due to staff toilet arrangements	Mixing groups, risking infection amongst pupils or staff.	<p>Staff to access a specific toilet- EYFS in their teaching area.</p> <p>Y1-Y6 and office staff in either toilet 1 or 2.</p> <p>Disabled toilet kept clean and tidy for first aid support needs due to hard flooring and access to water and clinical waste facility.</p> <p>Premises staff to use FM area toilet.</p> <p>Sanitary provisions available in all used</p>	<p>LM/ RF / HK to monitor</p> <p>Engie cleaning staff to ensure that all toilets are thoroughly cleaned and disinfected at the end of each day</p> <p>Situation to be reviewed as more pupils return to school</p> <p>Disabled toilet only to be used by F2 children (most commonly during PE and at lunch time) and all clubs/community room groups to use classroom toilets. Make children and staff aware for safeguarding reasons as children may be in toilets as late as 4.30pm when they are traditionally cleaned. This is a potential safeguarding issue if not well planned/communicated.</p> <p>Following a bubble closure- 7 day quarantine of all affected areas (classroom and shared areas) and deep clean for remaining days to</p>	LM/RF/HK All staff 1 <sup>st</sup> January ongoing

		spaces and availability unlikely to be an issue based on numbers assigned to each toilet.	re-opening (3-5 days generally).	
Transmission of infection outside the bubble due to pupil toilet arrangements	Mixing groups, risking infection amongst pupils or staff.	<i>1 toilet for boys per class and 1 per girls. Toilets used as normal but one cubicle/sink each class within the toilet areas.</i>  <i>This is clearly signposted and will ensure control of cross-contamination. Regular, daily cleans are still in place and working well.</i>	LM/ RF / HK to monitor  Engie cleaning staff to ensure that all toilets are thoroughly cleaned and disinfected at the end of each day  Situation to be reviewed as more pupils return to school  Y5/6 children to change for PE as previously- splitting into gender groups and using toilet/cloak areas and classrooms for separate groups.	LM/RF/HK All staff 1 <sup>st</sup> January ongoing
<b>Planning and communication</b>				
<b>Hazard</b>	<b>Risks</b>	<b>Control Measures</b>	<b>Actions Required</b>	<b>Responsible person / Target Date(s)</b>
Poor communications leading to lack of clarity around agreed procedures.	Cross contamination and increased risk of infection.  Badly organised arrival or departure.  Children ill prepared.	Ensure staff communications are clear and understood. Staff to be brought in, in advance of pupils returning is necessary.  Staff training to be delivered to implement the changes the school plans (for example, risk management, curriculum, behaviour, safeguarding).  Co-ordinate with other school based-provision as necessary (for example, nursery) to ensure policies and procedures meet with their requirements.  Advise the parents and young people their allocated drop off and collection	Agree any flexible working arrangements needed to support the changes to staff usual working patterns (for example, staggered start/end times).  Agree with staff their workload expectations (including for leaders). And monitor to ensure this is not excessive or they are struggling with the changes etc. Clarify PPA arrangement and expectation.  Advise and discuss with staff the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.  Reminder email/text about what to bring day before respective groups begin. All groups known and attendance checks the day before.	LM/RF/HK All staff 1 <sup>st</sup> January ongoing

		<p>times and the process for doing so. Advise the protocols for minimising adult to adult contact (for example, which entrance to use). Staff informed where to be, by what time. Family drop off times agreed and communicated.</p> <p>Ensure that parents understand that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Senior staff to monitor at drop off and collection. EYFS parents to move quickly and smoothly to ensure queues stay safe.</p>	<p>FAQ letter for parents, emotional support, Home School Agreement and pupil friendly letter about return to school sent out. Plans for 2020/21 circulated 3 times and a reminder in final week of holidays plus helpful Twitter videos to welcome back pupils. Effective transition has already taken place through online systems due to restrictions.</p>	
--	--	---	---	--

## Child welfare

Hazard	Risks	Control Measures	Actions Required	Responsible person / Target Date(s)
Children attend school with emotional and wellbeing issues.	<p>School not able to provide support needed, or assess children affected.</p> <p>Pupils not ready to learn. May need close support risking infection to staff.</p>	<p>Pastoral or wider wellbeing support for children returning to school (for example, bereavement support) to be implemented with staff given clear role and training support.</p> <p>Enlist where possible local authority to secure additional support and early help for example, around anxiety, mental health, behaviour, social care, or changes to mobility. Use of school counsellor or SEND services.</p>	<p>Support to be provided from all staff, leadership and identified counsellor/pastoral TA and teams for identified Children. Additional PSHE learning to support children in their understanding of the current situation. JIGSAW and One Decision resources shared with all staff.</p> <p>Assess what staff training (either delivered remotely or in school) is required to implement any support the school may need, for example, risk management, curriculum, behaviour, safeguarding, mental health, bereavement, anxiety. And time scales to provide such training to ensure child's needs are met. Training planned over March-June period already carried out including specific training.</p>	<p>LM/RF/HK All staff 1<sup>st</sup> January ongoing</p>

		<p>All staff to monitor pupils who have not been known to have emotional issues and report back to safeguarding and pastoral team.</p> <p>Monitor needs for additional staffing levels dependent on caseloads and staffing levels including school leaders and key staff such as designated safeguarding leads and first aid providers</p>	<p>Implement provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies. Engage and enlist school partners to provide support, for example, local authorities.</p> <p>Review behaviour policy to ensure they reflect the new rules and routines necessary to reduce risk and communicate this to school staff, students and parents and advise uniform expectations. Behaviour policy will be followed as normal with some margin given for situation. Parents to be informed of any concerns or support needs. Standard attendance policy back in place but codes logged daily. Pupils with significant medical conditions to be considered more carefully and support/guidance offered. Some children may miss due to following guidance and this should not be held against them or their family. Work/direction to be shared to ensure that they do not fall behind.</p> <p><a href="#">Home/remote learning in place for all absent pupils now- see attendance policy and remote policy updates.</a></p> <p>Review safeguarding updates on training day and refer to all daily staffing updates. Key pupils covered linked to LA vulnerable trackers and school trackers including staff, pupils and families. Review all dietary pupils and medical needs.</p> <p>Screens provided for staff working closely with pupils (SEND/welfare). Staff with medical concerns (existing or new) to be reviewed under shielding and at risk categories. Individual pupils and staff will be risk assessed by HK where they have a medical condition. Risk assessment to be signed by school and family and shared with key staff. Staff roles or pupil work may be adapted (time tables or tasks) where required and medical evidence is provided.</p>	
Children mixing	More COVID cases and	Work with LA and local providers to	Communicate policy/plans with all parents and monitor	LM/RF/HK

bubbles out of school	potential spread to pupils and staff	ensure that childcare is organised following guidance and bubbles are small and consistent	carefully. Work with LA and providers where required. Agree set drop off and pick up times for groups from wraparound settings. Review and feedback any changes regularly to GB/staff/parents. <b>Remind parents where concerns are shared. Report to local enforcement officers BMBC.</b>	All staff 1 <sup>st</sup> January ongoing
No or inadequate school meal provisions for number of pupils and staff.	Children are unfed in absence of adequate provisions.	<p>Work with your catering supplier to ensure meals are available for all children in school.</p> <p>Ensure arrangements for those year groups still out of school and eligible for benefits related free school meals issue of vouchers etc.</p> <p>Ensure catering providers are prepared for the restart catering provision on 1<sup>st</sup> January and advise expected numbers (100-120). If not, alternative options be explored with catering provider to ensure that meet their contractual needs.</p> <p>Agree with catering provider what level of catering is needed (hot meals, grab bags, etc.)</p>	<p>Ensure FSM meal children are catered for as priority and those not in school receive a voucher each week.</p> <p>Review meal arrangements with SMSA/kitchen team and ISS providers approach to ensure social distancing is maintained during production, storage and delivery stage and that there is adequate time for cleaning of areas between eating and play. 2 sittings arranged for different age groups- transition and seated times. SMSA staff to stay with bubbles and eat/play together. Staff to serve food. Info videos by Y6 displayed in class, on twitter and in the hall for new F2 as can't do existing buddy system.</p> <p>Move to whole class snack time. Ensure hand washing is done by all children prior to eating. Only appropriate snacks to be brought in. No nuts. Consider all allergies at initial briefing. All staff to attend and sign to say they have had information received and understood.</p> <p>SMSA training on safe positioning and safe play. No contact sports, etc. New rotas for playtime in place. No touch sports or contact sports.</p>	LM/RF/HK All staff 1 <sup>st</sup> January ongoing
Close contact with children  SMSA (Dinnertime staff and other staff assisting with meals)	Infection of staff with covid-19	<p>Parents to be asked if sending packed lunches to ensure child can open packages to prevent staff having to handle.</p> <p>SMSA's and other staff helping with meals and snacks are able to wear face shields where required.</p> <p>All surfaces to be regularly wiped down</p>	<p>All dinner time staff to have training as part of new induction pre-receiving children into school. Staff to stay with bubbles and clean tables and seats between sittings. Meals adapted and will be taken to pupils. No touching of common resources- cutlery/crockery/condiments etc.</p> <p>PPE training to be given and support/guidance ongoing.</p> <p>Lidded bins to be available for PPE.</p>	LM/RF/HK All staff 1 <sup>st</sup> January ongoing KH- ISS

		<p>as per guidelines.</p> <p>All children and staff are to wash hands for 20 seconds in warm water prior to eating or use hand sanitisers which are situation in all classrooms and key areas, including on access to dining room and at reception (touch free).</p> <p>Staff are to approach child from rear and avoid having face at same level of child's face.</p> <p>Children are to be encouraged to dispose of any food or packaging in the lidded bins without staff having to handle.</p> <p><b>Non uniform to avoid PE kit and children being cold with windows open. No jewellery.</b></p>	<p>Promote school lunches in all year groups to reduce food items coming in. Monitor lunchboxes from a far and ensure food is prepared/easy to eat and that containers are regularly cleaned.</p> <p>Water bottles to be used all day (including at lunch and then returned to class), cleaned, topped up safely. All water bottles to be named. Taken home daily and wiped down on arrival and before leaving for home.</p> <p>No other treats/food to come in or other foreign objects for the time being. Make parents aware for things like birthdays, etc.</p> <p>ISS risk assessment adopted. Monitor and review weekly. Liaise with KH on progress and concerns.</p> <p>If no water bottle in school, school will provide one and charge parents via school money online.</p> <p>Consider a sensitive approach if parents fall behind on lunch payments- weekly reminders and conversations where debts build up more than £20 as per policy.</p>	
Unsafe collection or non-collection. Injury on the way home for older pupils.	Road safety concerns for pupils. Appropriate supervision etc.	Inform parents that the existing safeguarding/safe collection policy has returned. Share letter and ask for replies.	Letter promoted on email/newsletter/text/tweets and a register will be created for return and updated w/c Monday 7 <sup>th</sup> January. Assembly for safe road crossing and expectations shared with Y5/6 regularly. Walking home not allowed Nov-April during early dark evenings.	LM/RF/HK All staff 1 <sup>st</sup> January ongoing
No crossing patrol for pupils and families.	Road Safety concerns and potential risk of injury or death.	Inform parents that crossing patrol returns 6 <sup>th</sup> January and update if ever unavailable. Ensure all Y6 have clear guidelines on walking to school and home and use of mobile phones on day one and do an early road safety assembly.	Parents informed/reminded via social media and text message. Assembly about road safety for all pupils and groups on their first full week (and online safety one too!) Member of staff to monitor children leaving school when required. Speak to parents if we have concerns about safety and level of independence. Online safety advice shared. Children to lose option to bring phone if it is misused.	LM/RF/HK All staff

School Premises and services				
Hazard	Risks	Control Measures	Actions Required	Responsible person / Target Date(s)
Water services in unused classrooms not regularly used.	Possible legionella within pipework.	Engie to regular run off water from taps as per their building management procedures.	All running off of taps etc. to be recorded for inspection. Monitor taps in Y5/6 for high temperatures after issues last term. These were fixed in July but may continue to be an issue.	LM/RF/HK All staff 1 <sup>st</sup> January ongoing  DC-GB
Contractors attending site possible carriers of Covid-19.	Infection of staff and pupils with Covid-19.	<p>If ENGIE appointed contractor arrives at school to administer covid-19 questionnaire and temperature check.</p> <p>All contractors are to wash hands as per current guidelines on entering the building.</p> <p>Work area is to be kept clean and any surfaces touched shall be wiped down with solution to disinfect.</p> <p>All tools needed for task are to be kept to a minimum.</p> <p>Where possible contractors are to attend school out of school normal hours to reduce number of contact with others.</p> <p>Contractors risk and method statements to be specific as to how they are to maintain social distancing and hygiene.</p>	<p>Adopt ENGIE risk assessment.</p> <p>Engie to monitor.</p> <p>School to monitor.</p> <p>LM/DC to liaise and evaluate regularly.</p>	<p>LM/RF/HK Engie/JK Cleaning Team DC- GB All staff  1<sup>st</sup> January Ongoing</p>
Poor cleaning post school day or lack of	Infection of staff and pupils with covid-19	Engie to implement enhances cleaning procedures and regular monitoring	School staff to monitor and to report back to Headteacher and/or GB.	LM/RF/HK Engie



time/staff to complete deep clean.	from surfaces.	within all classrooms, toilets etc. Seek additional staffing if required.	Monitor safety and wellbeing of Engie staff.  In house cleaning in place- hot spots and full clean at lunch.	JK/KH All staff  1 <sup>st</sup> January Ongoing
Inadequate ventilation within rooms.	Spread of virus within occupants of rooms.	All opening windows are to be checked for functioning and opening.  Any extract system is to be checked for ventilation rates compared to design date to ensure compliance.	Engie to follow their standard maintenance procedures.  School to confirm with Engie if mechanical ventilation rates have been checked recently and results. Chase up improvements and appropriate visit times if required to address any issues. Prepare staff/pupils for cold/wet days when ventilation is still required and cold temps in school. Special screens ordered for vulnerable staff.	LM/RF/HK All staff Engie JK  1 <sup>st</sup> January Ongoing
Mandatory safety systems don't work:  Fire alarms Smoke detectors Emergency lighting Front security doors	Poor / unsafe evacuation of school.	Engie to ensure that all safety systems are checked to ensure compliance with mandatory requirements.	School to undertake periodic checks on Engie's records. Weekly whole school fire drill and new/adapted plans logged on weekly updates and diary sheets. 1 more week of blockwork in school ongoing- no issues with fire access.  First day for new groups- evacuation practice. JK to mark spaces and warnings on the playground that are at least 1m apart for congregation. Extra signage ordered to remind parents of good practice.	LM/RF/HK All staff Engie JK  1 <sup>st</sup> January Ongoing
New school operating procedures affect emergency evacuation procedures.	Persons unable to egress building in emergency leading to possible loss of life	All fire exits are to remain clear at all times to be reviewed with new classroom furniture layouts to maintain 1m social distancing  Regular checks to ensure that mandatory safety signs are not obscured by new signs regarding Covid-19	Review of all emergency evacuation procedures  Regular fire drills to ensure existing procedures are still relevant- some formal, some walk through. SLT fire safety checks daily. Assemblies about how to stay safe in early days of return.  Staff briefings to re-iterate the school emergency evacuation procedures	LM/RF/HK All staff Engie JK  1 <sup>st</sup> January Ongoing
One way system now in place.	Parental safety, lack of understanding/signage.	Ensure one way system is communicated, modelled and staff on hand to support.	JK set up all arrows and marking on fence and path. New signage in and out of the building installed 27/9/20 by Simply Signs.	LM/RF/HK All staff Engie

		<p>Markings support one way system and social distancing.</p>	<p>Communicated via parents and shared on social media. All staff aware of where to position themselves.</p> <p>Parents encouraged to contact school via email or phone rather than stop to give a message.</p> <p>FM area used- must be kept unlocked, clean and tidy. Ensure that staff know that school gates aren't secure until 9.15am and after 2.45pm. Do not use outdoor areas during these times as all gates are open and parents on site.</p> <p>Staff/leaders at the front of school. 3 roles identified with back up staffing planned. EYFS area, rear of school Y1-Y6 drop/collect. FAQ letter for parents sent and videos on Twitter shared to prepare for new systems.</p>	<p>JK</p> <p>1<sup>st</sup> January Ongoing</p>
--	--	---	--	---

**Manager's / Event Leader Assessment Acceptance Statement**

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.

**Manager's / Event Leader Signature:**

*L W McClure*

**Date:**

**04.02.2021**