

Significant Findings of Risk Assessment

Site / Premises: Marriott Primary School	Assessment Carried Out By	Assessment Serial Number: 002 - 20/05/20		
Department:	Name: Jo Marshall Signature: JMM	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak. <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Sheila Crichton Signature: S CRICHTON	21/05/2020	08/06/2020	
		08/06/2020	08/07/2020	JMM/ SC
		17/06/2020	17/07/2020	JMM/SC
		30/06/2020	30/07/2020	JMM/SC

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing through set bubbles. Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.		The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.						
What are the Hazards? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching / Spreading Exposure from others due to:	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. For Adults: Maintain social distancing (2m separation)	4	5	20	Not enough space in EYFS base for all F2 classes. F2 to be relocated to Year 5/6 base. F1 class to be split into two and using F2 base. Y1 to be moved to Year 3/4 new build due to size	SLT	June 2020	

<p>1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>For Children & Adults: to be put into set 'bubbles' See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving the area.</p> <p>Tissues will be provided for all employees.</p> <p>All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All persons are reminded to wear fresh clothes daily.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Ensure frequent hand washing is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. (Younger children &</p>			<p>of classrooms. Year 6 to be located in small and large halls. Key worker children will be split into two groups; 1 in Year 1 class, 1 at the back of Mrs Johnson's room.</p> <p>Shortage of toilets/ handwashing facilities (4 sinks overall). The corridor into the KS1 toilets is 75cm wide. This means that children must access the toilets one at a time to wash their hands. Adult supervision would not be possible. Therefore, install external handwashing facilities at key points around the school to assist 2nd key control measure.</p> <p>Lidded pedal bins have been ordered for each classroom.</p> <p>New sickness procedure to be communicated to enable staff to report Covid 19 symptoms and so that tests can be booked.</p>			
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		<p>A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.</p> <p>Employee support services (Occupational Health Service / Amica etc.) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Clinically Extremely Vulnerable persons (Adults and Children) should not be at work/school and should be shielding themselves in line with Government and medical advice (<i>These persons will have received a letter from their medical support teams explaining this</i>).</p> <p>Clinically Vulnerable Adults should where possible not be at work and should be offered working from home alternatives. Where they are unable to work from home and need to come into the school to work, they should be offered the safest available on-site roles, with the most stringent of controls.</p> <p>Clinically Vulnerable Children should follow medical advice regarding any potential return to school.</p> <p>If a person is living with a Clinically Extremely Vulnerable person, they should only attend school if stringent social distancing can be adhered to, and they can fully understand and comply with these requirements.</p> <p><i>Although persons from the Black community are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p>				<p>Staff must ensure they bring their ID badge in order to sign in hands-free.</p> <p>Information about access to Amica has been included in the staff briefing.</p> <p>Business Manager to phone staff working at home on a weekly basis.</p> <p>Individual risk assessments completed for these members of staff and weekly check-in as above (BAME referred to in risk assessments if appropriate).</p> <p>Individual risk assessments completed for these members of staff with reference to BAME if appropriate.</p> <p>Regular review of the clinically vulnerable staff in school.</p> <p>Staff members identified and meetings will be booked.</p>			
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Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. Tests will be booked for members of staff via the employer's portal. Parents will be encouraged to book a test for their child. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. In line with government guidance, routine temperature checks will not be undertaken as this is not a reliable method of tracing the virus. • The possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home 	4	5	20	<p>Year 2 Beatrix Potter Class (Mrs Pyatt's room) will be maintained as the isolation room. If child has suspected symptoms of Coronavirus when in the SEND Hub, the child must be collected from the Hub and not brought into the main school building. If there are not enough staff numbers in the Hub, staff must phone over to the office and SC, RN, HT or JMM will collect the child and take to the isolation room via the glass tunnel. Staff allocated to the Hub must remain in the Hub and not access the main building. One toilet to be designated as an adult toilet only. Staff may use the main staff room at lunchtimes.</p> <p>All parents in bubble to be phoned to inform them that there is a case of Coronavirus and the bubble will be closed. They will be asked to monitor their child for symptoms and to observe the self-isolation rules for 14 days. Any siblings also in school must be kept at home.</p> <p>Hands Cleaning to be informed of a case to initiate a deep clean.</p> <p>All members of staff to be informed.</p> <p>School community to be informed through website and class dojo.</p>	SLT	June 2020	
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		<p>to self-isolate. Advice from contract tracing will be incorporated.</p> <p>Where a member of Staff has helped someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p>							
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school). However, some children and staff are unable to get to school without public transport. This will limit staffing capacity at school. School will be funded private taxi's for staff who travel by public transport and live more than 2 miles away.</p> <p>Where travel is essential, use private single occupancy where possible.</p>	4	5	20	<p>We will not be using private transport as all excursions and PE trips have been cancelled.</p> <p>Where vulnerable family home visits must be made (only as a last resort due to non-engagement via remote methods of contact) all social distancing protocols must be adhered to but travel off-site is banned.</p> <p>Before making any visits to houses, an attempt should be made to contact parents to confirm they do not have Coronavirus or the symptoms of it.</p>	SLT	June 2020	

		<p>Travel by coach etc is to be minimised, with social distancing practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>If possible, wear a face covering on public transport.</p> <p>If using the School transport, this is to be cleaned and disinfected before and after each use (with particular attention being paid to touch points).</p> <p>All persons are to wash and dry their hands upon completion of the journey.</p> <p>Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. 							
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Stop all non-essential visitors entering site. Forest School session for KW/V group can go ahead on Tuesday 7th July; all conducted outside and social distancing in place. • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact e.g. fingerprint scanners. (Ensure other measures to ensure security are in place where necessary). • Require all persons to wash & dry or clean their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site. 	4	5	20	<p>Due to lack of space, Year 6 can only be accommodated two days per week and will be located in both halls. Wednesday will be required for deep clean for new groups arriving Thursday.</p> <p>F1 to remain in EYFS base. F2 to relocate to Y5 base to achieve social distancing and to reduce contact between parents. Y1 must relocate to Y3/4 base. Y6 to small and large hall on a rotation basis.</p> <p>All staff must enter through glass tunnel and straight into bubbles.</p> <p>Designated areas in the playground for parents to line up.</p>	SLT	June 2020	

		<ul style="list-style-type: none"> Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules via poster.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school. Staff members must phone Ruth Neill to inform her of this immediately. Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all staff must use the hand sanitiser in the glass tunnel before signing in. All staff <u>must use their ID badge to sign in to maintain hands free.</u></p> <p><u>Staff must enter the glass tunnel and sign in one at a time.</u> They must then proceed directly through into the artificial grass area to reach their place of work.</p> <p>Once arriving at classroom/ area, they must wash their hands thoroughly. Hand washing with soap to be at least 20 seconds each time. Hands should be washed before breaks and lunchtimes.</p>				<p>Install external handwashing facilities as detailed above.</p> <p>Bottom playground gates are too narrow and limited access surrounding the Learning Zone due to ongoing building works (facilities' containers) etc. therefore we have changed where parents and children will be entering school.</p> <p>One-way system in some areas possible but not in others.</p> <p>Corridors are not 2m wide and partitioning is not possible.</p> <p>When returning from work, all staff members are advised to change clothes, wash hands and put on clean clothes.</p> <p>Staff must not hold children's hands and must try to observe the 2m distance as much as possible.</p> <p>Staff having to provide intimate care will be provided with appropriate PPE and training to do so. Training will be provided via an instructional video: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks.</p> <p>Ensure that all doors are open.</p> <p>Where possible, staff and children must follow the floor markings and signs which will indicate which way</p>			
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		<p>The expectation is that staff must wash their hands throughout the school day in order to protect themselves.</p> <p>Parents etc</p> <p>Parents to be sent a briefing on how to enter and leave school, how to make contact with the office, where to line up and what times to drop off and collect children.</p> <p>Parents must inform the school if anybody in their family has tested positive for Coronavirus. They <u>must not</u> send any children to school.</p> <p>Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents etc are to be reminded not to gather by the School gates etc whilst awaiting their children. Marriott's contexts mean that there are parents who abuse drugs and alcohol and therefore may not be able to follow instruction. Strong history of violent outbursts at school. With no access to the school grounds, this could potentially spill out onto the road which would be a hazard.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>				<p>you must travel around the school (a briefing will be given on this). You must not cross the hall at any point as this will be a bubble. If you are collecting a lunch, enter from the KS2 side door into the hall.</p> <p>Parents to observe arrival and departure times for each bubble. If in a family group, to choose the latest time. Parents must social distance whilst travelling to key collection/ drop off points.</p> <p>Parents must telephone the office; they cannot access the office.</p> <p>Any latecomers must indicate their arrival to the office staff in the glass tunnel and then wait with their child in the car park until a member of staff from their bubble arrives to collect them in the glass tunnel. SLT to be called immediately and procedure for 'Managing Nuisance and Disturbance on Maintained Educational Premises Section 547, Education Act 1996 to be followed. SO2 to be completed.</p>			
Contaminati on within Internal Areas	Staff, Pupils, Visitors	It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.	4	5	20	<p>Relocation of year groups to different bases as described above.</p> <p>Separate supply of PPE and first aid equipment for the hub to be provided (refer to briefing for Hub).</p>	SLT	June 2020	

	<p>SEND Hub will be open for children with EHCP and/ or children identified as vulnerable and requiring additional support.</p> <p>If child has suspected symptoms of Coronavirus when in the Hub, child must be collected from the Hub and not brought into school.</p> <p>Desks should be as far apart as possible in Primary schools, with the aim of placing them 2m apart, and sitting positions should be side to side and forward facing and not facing each other and be at least 2m apart in Secondary Schools. Communal areas to be organised to allow 2m separation between all persons or pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>In general, class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per group. These will be known as 'bubbles'.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into groups of no more than 15.</p> <p>Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>This number may need to be reduced further if 2m social distancing cannot be achieved. This will be decided by SLT when appropriate.</p> <p>Staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools).</p> <p>For Pre School children in Early Years Settings the EYFS Staffing ratios will still apply.</p>				<p>Measure classrooms and determine number of children classrooms can accommodate in line with guidance. Plan available.</p> <p>16 classrooms required for F1, F2, Year 1 and Year 6. However, Year 1 classrooms are not big enough to accommodate 15 children using the social distancing measures. One Year 1 classroom will be used as a staff area, the other will be used as an additional space for vulnerable/ key worker groups.</p> <p>Increasing numbers of vulnerable children and key worker children to be reviewed as these will require further rooms.</p> <p>ICT room only to be used by key worker children and to be cleaned on a regular basis.</p> <p>Staff and adults may not go up or down the stairs at the same time in the Year 3/ 4 base.</p>			
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		<p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres).</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>All persons are to wash & dry /sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched. • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home. • Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home. • No physical contact. • No close contact activities (2 metre distance). <p>Activities and resources</p> <ul style="list-style-type: none"> • All resources to be cleaned after use (including computers which should be cleaned after ease bubble has used it). 					<p>All staff to be issued with staff briefing on numbers allowed in staff rooms, PPA room etc.</p> <p>Hands Cleaning protocol Premises Officer cleaning protocol for Mr Blockley and Mr Bryan.</p>			
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		<p>Where possible meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised</u>.</p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate.</p> <p>Ensure occupied rooms are well ventilated.</p> <p>Opening windows where possible, or Air conditioning systems fully operational where installed. HSE have confirmed that the air conditioning system in use does not need to be adjusted.</p> <p>Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the school are not compromised).</p> <p>When walking along corridors or using the stairs all persons are to keep to their left (or right) side in order to enhance segregation.</p> <p>Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>Before starting a lesson indoors, consider if it could be carried out outside instead.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately.</p> <p>Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Lidded waste bins are to be provided in each main room to collect used tissues.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>				<p>Staff must thoroughly wash their hands before opening windows and where possible the same member of staff must open and close windows in each bubble.</p> <p>Temporary open-plan office during building works which serves as the main entrance for staff. Vulnerable members of staff work in office. Lack of room for relocation. Office will not be accessible to any staff apart from those in the designated bubble. Relocate one member of staff or rota for working from home.</p> <p>Children must bring their own water bottle to school.</p>			
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Contaminati on in Outdoor Areas	Staff, Pupils	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all persons or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Timetables to be reviewed to stagger break times and reduce congestion.</p> <p>In general, class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per group.</p> <p>Vulnerable children and children of critical workers in other year groups should also be split into groups of no more than 15.</p> <p>Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. This number may need to be reduced further if 2m social distancing cannot be achieved.</p> <p>Providing adequate supervision can be maintained, Staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools).</p> <p>For Pre School children in Early Years Settings the EYFS Staffing ratios will still apply.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>Where possible external play equipment is not to be used.</p>	4	5	20	<p>SEND Hub will be open for children with EHCP and/ or children identified as vulnerable and requiring additional support.</p> <p>Building works means that facilities are blocking access to one playground. Plan how to socially distance in outdoor areas with the use of one playground. Access to second playground will be possible once building works are completed. Awaiting information from the Local Authority regarding this.</p>	SLT	June 2020	

		<p>If used, play equipment should be cleaned and disinfected after each use.</p> <p>Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>All persons are to practice good hygiene measures at all times.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised.</p> <p>Unnecessary items and equipment are to be removed from the playground and placed into storage as far as is reasonably practicable, to minimise unnecessary contact.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>				<p>Learning Zone not to be used by any group. Following 01/07/20 closure, Learning Zone to be cleaned down and can be used solely by SEND bubble.</p> <p>Sheds must not be opened so as to remove access to all shared play equipment including balls, hoops etc.</p> <p>Each bubble to be supplied with their own outdoor equipment.</p>			
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Staff to confirm if they wish to go into school and this will be confirmed by the Headteacher. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases. 	4	5	20	<p>Large number of vulnerable staff and staff sickness may restrict staffing capacity in comparison to the number of 'bubbles' required. Regular review and, if necessary, close bubbles.</p> <p>Staff, if comfortable, should eat in their bubbles or outside. It is advised that staff do not use the staff room to sit, eat and drink.</p>	SLT	June 2020	

		<ul style="list-style-type: none">No lone working is permitted.Teaching ratios for the reduced class sizes are to be no more than 1 Teacher for each class of no more than 15 pupils (Possibly with 1 additional Teaching Assistant where necessary in primary schools).Try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups.Cleaning staff rotas should be reviewed to ensure appropriate coverage.							
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow 2m separation between all persons or groups. This may require repositioning of desks etc and reduced group sizes (This distance may need to be less in primary classrooms, but the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>For children with SEMH difficulties; the change of routine may result in physical and emotional outbursts.</p> <p>For children with behavioural difficulties, team teach tactics should be employed with de-escalation as the primary aim.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p> <p>Remote learning to be used as far as possible to limit numbers attending the site.</p> <p>Class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per class/group (and hall & dining room capacities to be reduced by 50%). These numbers may need to be reduced further if 2m social distancing cannot be achieved.</p> <p>Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other</p>	4	5	20	<p>Relocation of year groups to different bases as described above.</p> <p>Breakfast/ after school clubs will not run as the 'bubble' of children could not be maintained however breakfast will be provided for identified vulnerable children.</p> <p>Mrs Mannion to complete risk assessments for each child.</p> <p>Behaviour policy to be amended to incorporate Covid 19 measures and supporting children with behaviour difficulties.</p>	SLT	June 2020	

		<p>groups, and with social distancing 2m separation as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>If this requires a cap on numbers attending due to space limitations – this is acceptable, but priority for attendance should be given as follows,</p> <p>Children in Priority Groups first.</p> <p>Early Years priority to 3 & 4 year olds.</p> <p>Infants priority to Nursery & Reception.</p> <p>Primary priority to Nursey, Reception & Year 1.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item cleaned & disinfected after each use.</p> <p>Unnecessary items and equipment (including soft furnishings, toys and difficult to clean items) are to be removed from classrooms etc and placed into storage as far as is reasonably practicable, to minimise contact.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/Risk Assessment, and considering the individual circumstances of each case.</p>				<p>Each child will be given their own pack of resources.</p> <p>Each bubble will be provided with their own set of PE equipment.</p>			
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. 	4	5	20	<p>Purchase lidded pedal bins for each class. These will be yellow.</p> <p>All waste from yellow bins to be stored in blue bins from behind the red gate for 72 hours before transfer into main red bins.</p> <p>Instruction and training with cleaning contractor and with premises team onsite.</p>	SLT	June 2020	

		<ul style="list-style-type: none"> Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>If its use cannot be prevented, external play equipment is to be cleaned & disinfected after each use.</p>							
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	4	12	<p>Deliveries currently brought into school via the open plan office.</p> <p>Staff no longer can have personal items delivered to school. All other deliveries to be delivered to glass tunnel and put into EYFS base for 24 hours.</p>	SLT	June 2020	
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p>	4	4	16	<p>Building works have recommenced both internal and external. This will block access to playground plus access to the first aid room and the disabled toilet reducing the staff toilets to 1.</p>	SLT	June 2020	

		<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p>				Contractors must not use staff toilets under any circumstances.			
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p>	4	5	20	<p>Install hand washing facilities as detailed above.</p> <p>Turn off hand dryers and replace with paper towels.</p>	SLT	June 2020	

		<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>							
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>Persons are advised to stay on site once they have entered it and not to use local shops etc. During the morning and afternoon session sessions, staff cannot leave site. When leaving at lunchtimes, staff to sign out and follow handwashing procedure on exit and entry.</p> <p>Food and drink should only be consumed in set areas.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All staff must bring in their own food, tea/coffee facilities and to keep these within their bubbles. The hot water and cool water dispensers will be available but must be wiped down before and after use. Staff must wash their own crockery etc. in their own bubble.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p> <p>Hall cannot be used for lunchtimes as this space is already in use for Year 6.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used.</p> <p>(IF, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. Also food displays should be protected against contamination by coughing, sneezing, etc.)</p>	4	5	20	<p>Staff room not big enough to maintain social distancing. Access to welfare facilities limited (1 toilet) and having to share fridge space.</p> <p>Redesigned staff room to implement one-way system and limit access. A maximum of 5 staff allowed in the room at any point. 1 person at table, 3 on settees. Staff fridge, microwave, dishwasher and washing machine not in use. Staff instructed to bring own supplies. Welfare facilities to be created in Year 3/4 block, Year 1 and EYFS base to minimise contact between staff.</p>	SLT	June 2020	

		<p>Lunchtime supervisor to be allocated to a 'bubble' who will need to deliver food to children in their bases. In the new building which will house Year 1, there is no lift and so there is an additional risk in transporting hot food.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>				Food will be in containers to prevent spillage and damage. Bags for life to be used to carry containers up the stairs.			
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish lidded bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the facilities at any one time to maintain social distancing. e.g. use a welfare attendant.</p> <p>Wash & dry hands before and after using the facilities.</p>	4	5	20	<p>Access to adult toilets will be reduced to 1 due to building works blocking one toilet and the open-plan office blocking the other. Staff will have to pass within 2m of office staff to access toilet. There are 72 members of staff. Final available toilet is accessed by a staircase which is not wide enough for a one-way system. Toilets designated to be used by staff from each bubble:</p> <p>Vulnerable Groups/ KW = PPA</p> <p>F2 = F2 adult toilets</p> <p>Y1 = Disabled toilet near Y5/6</p> <p>SLT/Admin = Office toilet</p> <p>Consider disabled members of staff/ visitors.</p> <p>Children's toilets – health and safety issue raised in terms of peer on peer abuse due to Year 6 and Year 1 having to share</p>	SLT	June 2020	

		Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.				<p>toilets. Children must go to the toilet in pairs or with an adult.</p> <p>Limited access to handwashing facilities as a result of the above. Installation of external hand washing facilities will resolve this. All hand dryers will be disconnected and replaced with paper towels.</p> <p>Bubbles assigned designated toilets in Year 3/4 block.</p>			
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside each classroom & meeting room etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	3	5	15	Regular monitoring by SLT that posters and signage are in place.			
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Increased evacuation risk as F1 exit having to be closed due to social distancing requirements.</p> <p>Children unaware of new fire procedures as their location, teachers and assembly points will have changed.</p>	4	5	20	<p>Re-draw fire evacuation routes and share with all staff and children (training and instruction).</p> <p>Updated fire evacuation procedure (ensure that doors that have been propped open are closed) and address new attending recording methods.</p>	SLT	June 2020	

		<p>Assembly points not possible – children cannot be lined up as normal.</p> <p>Change in attendance recording procedures means that it will be difficult to quickly ascertain which children are on site in case of fire.</p>				<p>Perform an evacuation drill once new procedures are in place. Evacuation took place on 17/06/20.</p>			
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained. Minor first aid can be carried out by anybody e.g. cuts/ plasters. Major first aid injuries should be treated by the nearest First Aider regardless of bubble allocation. Procedures for Head Injuries must continue to be followed.</p> <p>Internal building works have closed off access to the first aid area.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). PPE supply is also currently limited.</p> <p>Number of F1 children not toilet trained which will require access to changing facilities and increased supply of PPE.</p> <p>Children with medical needs who require support will increase need for PPE.</p> <p>Children with epilepsy and diabetes; shortage of fully trained staff in attending to emergencies.</p> <p>CPR – No rescue breaths to be provided, focus on good compressions and getting the defibrillator from the temporary office.</p> <p>For bumped heads, staff must follow the procedure in the first aid policy, using gloves where necessary to attach the 'bumped head' wristband if a child cannot attach this themselves.</p>	4	5	20	<p>Audit of paediatric first aiders to ensure that coverage is possible in light of staff sickness and shielding.</p> <p>First aid room will be Mrs Pyatt's room.</p> <p>All first aid boxes checked and cross matched against attendance register for children with asthma, epipens. At present, no child with diabetes coming into school.</p> <p>Any administration of long-term medicine will be done with staff consent. Medicine will be placed into a cup and handed to the hand to take in order to maintain social distancing.</p> <p>Secure PPE supply for masks, gloves, aprons and face shields. Appropriate PPE stored in all classrooms along with First Aid bum bags.</p> <p>In the event of staff sickness, children to only attend on days when trained members of staff are working. Parents to be informed of this.</p>	SLT	June 2020	

		Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.							
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Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- [Guidance for educational settingshttps://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Cleaning Guidance
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting
- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>
- [Check if you have coronavirus symptomshttps://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.