

**Barnsley Metropolitan Borough Council
Risk Assessment Form (RA3)**



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| Task / Activity: | Schools - Covid-19 | Ref: | |
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

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| Directorate: | Schools | Date of Assessment: | August 2020 Reviewed: 19.05.21 |
| Business Unit: | | Manager Responsible for Basic Activity: | Dale Jordan |
| Service / Function: | Education | Lead Risk Assessor for Basic Activity: | Dale Jordan |
| Location: | Thurgoland CE Primary school Halifax Road S35 7AL | Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc) | Teachers, Teaching Assistants, Special Educational Needs Coordinator, caretaker, cleaner, office staff, kitchen staff |

| Hazard | Risks | Control measures | Action required | Person responsible and date |
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| Schools Premise | Personal injury Fire Legionella Infection of coronavirus | Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place: <ul style="list-style-type: none"> • Fire Risk Assessment to be reviewed and the Fire log-book is up to date. • Legionella checks are to be up to date. • Electrical, gas and ventilation systems checks are up to date. • Increased cleaning regime. | Usual checks have been carried out by relief caretaker from May 2021 - Fire, water flushing, maintenance checks, electrical checks Share and check understanding of government guidance. Provision of cleaning equipment for each area – cloths –blue am green pm, bucket, detergent. To maintain security of the building, pupil entrance door to be closed throughout the day. Legionella check scheduled for July 2021 | Relief caretaker ongoing Deputy Headteacher Cleaners ongoing |
| Ventilation | Concentration of the virus in the air | Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area: <ul style="list-style-type: none"> • When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks | Increase ventilation keeping doors and windows open as much as possible during school open hours. Windows must be opened when room is unoccupied if necessary to maintain a comfortable temperature. Additional indoor clothing can be worn. Internal doors can be opened to encourage the flow of air | All staff ongoing Deputy Headteacher To monitor |

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| | | <p>to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied space.</p> | <p>Increase hours that heating is switched on in the building through the winter to maintain an appropriate temperature</p> | |
| Premises: Emergency procedures | Safe evacuation | <p>Fire drill</p> <p>Advice to staff -in an emergency priority is to evacuate the building</p> | <p>Fire drill using fire alarm as usual. Classes spaced out in 2 playgrounds in lines – specific spaces allocated to avoid mixing bubbles.</p> | <p>Deputy Headteacher Termly</p> |

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| <p>Infection Control</p> | <p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p> | <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>School to response to any infection by:</p> <ul style="list-style-type: none"> Engage with the NHS test and trace process and contact their local <u>Public Health England health protection team</u> Manage confirmed cases of coronavirus (COVID-19) amongst the school community: ONE child or member of staff in your setting who has TESTED POSITIVE. Please call: You can call the DfE helpline (0800 046 8687) for assistance in identifying contacts in your setting or if you would like further advice or support regarding managing a possible case of COVID-19 in your setting. You must ensure that the ONLINE REPORTING FORM is completed to notify the Local Authority of any confirmed cases in your setting. TWO or more children or members of staff in your setting who have TESTED POSITIVE/become unwell within 14 days of each other and who are known to have been in the same group/class/room within the setting or had contact with each other. Please call: The DfE helpline: 0800 046 | <p>All members of school encourage each other to follow the guidelines about social distancing, handwashing and mask wearing if they fail to adhere to them.</p> <p>Communication with parents and staff about expectations around illness and procedures if a case is suspected.</p> <p>Someone may test positive on a PCR or an LFD COVID-19 test.</p> <p>Anyone with a positive LFD test which was done at home will also need to arrange a lab-based PCR test to confirm the result.</p> <p>Potential outbreaks in education and residential education settings should be reported to the local authority and the DfE advice line – rather than direct to the Health Protection Team. The DfE advice line will escalate situations to the local Health Protection Team when appropriate.</p> <p>Person who tested positive and their household contacts should self-isolate immediately from date of onset and next 10 full days</p> <p>Anyone developing symptoms at school sent home. Ensure isolation room (nurture room) has appropriate PPE and staff understand procedures if a pupil or staff member becomes symptomatic.</p> | <p>Deputy Headteacher Ongoing</p> <p>All staff to encourage and supervise good hand washing techniques and give regular prompts - ongoing</p> <p>Ongoing</p> |
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| | | <p>8687 (Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends) and please ensure that the ONLINE REPORTING FORM is completed to notify the Local Authority of any confirmed cases in your setting. The DfE advice line/local authority will escalate the issue to your local authority.</p> <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future • School to have sufficient hand washing stations available so that all pupils and staff can clean their hands regularly. • Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. | <p>Teachers teach and monitor hand washing, model this behaviour, ensure children wash hands on entering school (including after breaks), after using toilet, changing rooms and before and after eating.</p> <p>Introduce handwashing and hygiene monitors in each class to ensure consistency and emphasise importance of this</p> <p>Signage and posters for good handwashing</p> <p>Tables facing forward. Remove unnecessary furniture.</p> <p>Each class is a separate bubble.</p> <p>Staggered start, break, lunchtimes and end of day to avoid groups mixing.</p> <p>Avoid using shared areas – library, only 2 bubbles in hall for assembly and dinner: bubbles kept separate my markings are strict arrival and departures followed by children – member of staff always present in the hall.</p> <p>Tables cleaned between each bubble use – all windows and internal doors opened to ensure ventilation.</p> <p>Where shared areas are used for interventions, staff will clean the area after use.</p> | <p>Twice daily – TAs and cleaner Cleaner to ensure products and equipment provided in each room including shared teacher areas.</p> |
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| | | <ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach, such as: door handles, handrails, table-tops, play equipment, toys, electronic devices - ipads • School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms/ shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal <p><i>Note: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p> <ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible • Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up | <p>Staff avoid face to face contact and time spent within 2 metres of other staff members.</p> <p>Face masks used in shared areas.</p> <p>Communication between staff – use Microsoft Teams calls Staffroom used for 1 bubble at a time or 2 persons and areas wiped after use – kettle, taps, work surface.</p> <p>Timetable for the day with staggered starts in place and communicated to parents.</p> <p>Pupils use separate doors to enter building and exit building as per timetable to avoid mixing.</p> <p>Cover teacher to teach face to face to 1 class per day for 3 days. Cover teacher to wear a mask unless in 'safe' area and minimise contact with children by maximising use of Teaching Assistants. Cover teacher to take LFT before arriving at school Wed - Fri.</p> <p>Markings in place on playgrounds to encourage social distancing on pick up.</p> <p>At lunchtime wipe down tables, chairs, door handles, IT equipment, whiteboard - cleaner to wash cloths daily.</p> | |
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| | | <p>together over one day) • travelled in the same vehicle or a plane</p> <ul style="list-style-type: none"> • Reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. • These are not alternative options and both measures will help, but the balance between them will change depending on: children's ability to distance, the lay out of the school | <p>Staff allotted shared areas ie toilets and corridor to clean at lunchtime – wipe down handrails and door handles on corridor. In bathrooms, wipe taps, soap dispensers, toilets and door handles.</p> | |
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| <p>Managing pupils and staff - showing symptoms</p> | <p>High risk of transmission of Covid-19 to staff and pupils</p> | <ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. <p>Symptoms of Covid-19:</p> <ul style="list-style-type: none"> a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) <ul style="list-style-type: none"> If showing symptoms, families and staff will be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. <p>Member of staff showing symptoms- go home immediately and advise to follow guidance:</p> <ul style="list-style-type: none"> Pupil showing symptoms – move to isolation room immediately by TA. Open window. Member of staff to remain 2 metres away and facing away if possible. | <p>STAFF MUST NOT COME TO SCHOOL IF THEY HAVE COVID-19 SYMPTOMS: a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) Staff to inform the Deputy head teacher if they become unwell with Covid or non-covid symptoms before coming into school or if becoming unwell while at school</p> <p>PPE provided Apron, gloves, eye protection, face masks</p> <p>Checklist of procedures for potentially infected pupil:</p> <ul style="list-style-type: none"> Child taken to nurture room (isolation room) Staff positioned away from child Window open Wear PPE ie mask if cannot maintain distance Office staff arrange for parents to collect child Pupil to be picked up from pupil entrance Discarding used PPE in contaminated waste lidded bin Pupil can use staff toilet if necessary. Nurture room cleaned thoroughly (including toilet if pupil has used it). Classroom to be cleaned. Pupils can be taken to hall or continue lesson outside so this can be done thoroughly. | <p>Monitor PPE stocks by named member of staff</p> <p>Display information – how to put on and remove PPE– displayed in staffroom, nurture room and toilet</p> <p>Regular communication with all members of the school community about actions to take if symptomatic - via newsletter and email</p> |
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| | | <p>Isolate in Nurture room and contact parents PPE:</p> <p>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>If child need to use the bathroom this must be cleaned thoroughly afterwards.</p> <p>Area the pupil has worked in and resources used to be cleaned thoroughly.</p> <p>PARENTS TO PICK UP FROM PUPIL ENTRANCE TO AVOID WALKING THROUGH SCHOOL</p> <p>Staff or families to engage with NHS track Test and trace process</p> <ul style="list-style-type: none"> • Book a test • Staff / pupils self-isolate • Provide details of anyone in close contact with them if they test positive or if asked by NHS Test and Trace <p>School to ask to be informed of test results</p> | <p>SLT ensure that process is communicated to staff and parents and request to be informed of results.</p> <p>If test negative – can stop self-isolating</p> <p>If positive follow ‘stay at home guidance’ continue to self-isolate for 10 days from onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of smell/taste. 10 day period starts from onset of symptoms. If still have high temperature, should continue to self-isolate. If they test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of household continue to self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>School to keep record of staff working in classes and type of contact – see care plans</p> <p>Senior Leadership Team to brief staff about following distancing guidelines both within and outside of school</p> <p>School staff to follow PHE advice should a member of the school test positive.</p> | |
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| | | <p>School will send home anyone who has been in close contact with someone who has tested positive:</p> <p>Close contact:</p> <ul style="list-style-type: none"> • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane • Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • Individuals must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test | <p>Area child/ member of staff has been in will be cleaned with bleach after they have left – classroom table and chair, nurture room surfaces, toilet if used as per ‘Covid-19: cleaning in non-healthcare settings’</p> | |
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| Infection control - Groups | Increase in contact as numbers increase from September – transmission of corona virus | <ul style="list-style-type: none"> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies, lunch time or collective worship with more than two group who will be distanced by 2m plus. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. School to consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Minimise contact between individuals and maintain social distancing wherever possible Reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and | <p>Pupils in class bubbles throughout the school day. Individual resources for each bubble Limit movement around school including movement on corridor and use of shared rooms. Pupils and staff are able to cross on the corridor but this should be minimised Shared areas sanitised after used Outside area and hall to be used for PE - equipment used cleaned thoroughly after use or left for 48 to 72 hours Assemblies- virtual method ie Teams Timetable of staggered entry to school, exit and break times</p> <p>At drop off, parents can enter the yard to avoid congestion on the lane but maintain 2 m distance from other parents and staff Pick up – parents on yard – markings to demonstrate social distancing Each bubble has specified area to play. No mixing in shared spaces outdoors.</p> <p>Pupils use class doors to outside with exception of class R and 3 to avoid mixing and teachers to lead pupils out and bring in at the end of play. Limit use of toilets to specific bubbles.</p> <p>Corridor railings, Sinks and door handles wiped down at lunchtime.</p> | <p>Timetable and rotas in place</p> <p>Signage – reminders and 2m markings outside</p> <p>Named member of staff to be responsible for wiping handrails, taps, soap dispensers at lunchtime Ongoing all staff Reinforce rules – 1 pupil in toilet at any one time – signs in place</p> |

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| | | <p>through maintaining distance between individuals.</p> <ul style="list-style-type: none"> • These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> ▪ children’s ability to distance ▪ the lay out of the school <p>the feasibility of keeping distinct groups separate while offering a broad curriculum</p> | <p>Dinners eaten in hall – 2 classes per sitting 2 metres apart with good ventilation and back to back. Tables and benches will be cleaned between sittings. Ensure good hygiene and reminders about social distancing.</p> <p>Minimise visitors to school- meetings outside of school hours or virtual meetings where possible; exceptions will be made where appropriate ie where lack of access to IT is a barrier.</p> <p>Online learning to be delivered by cover teacher for cover including live teaching using Teams where appropriate. Teaching Assistants to support in classroom. Cover teacher teaching face to face in one class only per day Social distancing signage is in place Staff avoid face to face contact and time spent within 1 metre of pupils. Maintain 2 metres where possible. Use of staffroom limited to one bubble at a time. Shared areas for staff cleaned after use. All windows should be open while the staffroom is being used and the surfaces (door handles, work surfaces window catches etc. should be sprayed with bleach solution before and after every bubble uses it. The consumption of shared food (cake etc) prohibited. 2 staff members only in staff kitchen area.</p> | <p>School field partitioned – to be maintained</p> <p>Deputy Head Teacher to monitor</p> |
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| | | | <p>Pupils with complex needs or who need close contact will continue to receive this care. Teachers to discuss with older pupils the importance of avoiding physical contact. Teachers and TAs to cover break time duty for own classes – morning or afternoon – only 1 adult needed. Walkie-talkies available. Visitors to be kept to a minimum but are allowed to enter the school for:</p> <ul style="list-style-type: none"> • supporting pupils with SEND, • safeguarding meetings • health and safety • school monitoring e.g. Local Authority, OFSTED and governors <p>Peripatetic music teachers – work with pupils in bubbles where possible and ensure 2 metres distance maintained and good ventilation.</p> | |
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| Hazard | Risks | Control measures | Action required | Person responsible and date |
| Physical activity in school | Spread of infection (coronavirus) through contact | <ul style="list-style-type: none"> • Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (<i>this is particularly important in a</i> | <p>PE and after school sport clubs within bubbles - Non –contact sports only.</p> <p>Cleaning of equipment and rota of quarantine where this is not possible</p> <p>Sports coach Mrs Barton to provide sports activities at lunchtime and after school.</p> <p>Pupils to bring PE kits to school – take home and wash after use. Y6 to arrive at school in PE kit</p> | All staff ongoing |

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| | | <p><i>sports setting because of the way in which people breathe during exercise).</i></p> <ul style="list-style-type: none"> External facilities to be also used in line with government guidance for the use of, and travel to and from, those facilities. <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. | <p>Tuesday and Friday due to sensitive changing logistics</p> <p>Ensure equipment is cleaned thoroughly with hot water and detergent.</p> <p>PE outdoors as much as possible.</p> | |
| Risk to staff in contact with pupils | Staff in close contact with pupils and contaminated | Teachers support pupils while observing social distance where possible. | Support pupils' learning and addressing pupil misconceptions - Teachers to demonstrate on whiteboards to enable them to observe social distancing as much as possible. | Ongoing – teachers |

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| | resources risk infection | <p>Marking to resume – teachers can wear gloves avoid touching face, follow good hygiene practices. Pupils can self-mark where it will be useful ie in maths, against success criteria provided.</p> <p>Teachers to wear appropriate PPE when working with pupils.</p> | <p>Teachers avoid face to face contact and minimise time spent within 1 metre of anyone</p> <p>Teachers are able to take books home to mark but can remain in school to mark if they prefer – school will be open until 6pm and the library will be available to use.</p> <p>Teachers to ensure writing tasks are accompanied by criteria to allow pupils to carry out some self-assessment.</p> <p>Answers provided in maths to facilitate self-marking when appropriate</p> <p>Older pupils to be encouraged not to touch staff</p> <p>Appropriate PPE made available– see below</p> <p>Pupils with SEND and particular care needs will continue to be supported</p> <p>Staff to wear aprons, gloves, mask and visor when providing personal care.</p> <p>Avoid face to face interaction within 1m</p> | <p>Senior Leadership Team to ensure this is communicated to all staff by</p> <p>Senior Leadership Team to offer support to staff - ongoing</p> |
| Managing medical needs and first aid | First aid currently in shared areas | <p>Provide first aid kit for each classroom.</p> <p>Individual medication in classroom.</p> <p>Accident forms available for each group.</p> <p>All staff emergency first aid trained.</p> <p>Work place and paediatric first aid trained member of staff on site.</p> | <p>Teachers and teaching assistants to review medical information for their group.</p> <p>Ensure medication is in classrooms:</p> <p>Inhalers, epipen, allergy medication</p> <p>Epipens to be take out am pm and lunchtimes.</p> <p>Accident forms to be completed in classrooms.</p> <p>First aid resources and PPE – gloves in each classroom. Teachers/ teaching assistants to be responsible for restocking.</p> | <p>Teachers and Teaching assistants to monitor and restock first aid and PPE as needed – ongoing</p> <p>SENDCo and class teacher</p> |

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| PPE (including face masks/coverings) | Spread of infection (coronavirus) | <ul style="list-style-type: none"> • Face coverings <p>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.</p> <p>Primary school children will not need to wear a face covering. In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible (apart from cover teacher). Face coverings would have a</p> | <p>Parents should wear face masks at pick up and drop off times See also ‘managing pupils showing symptoms’</p> <p>Goggles, face mask, aprons, visor and gloves available in isolation room and disabled toilet PPE in isolation room to be restocked by named Teaching Assistant. Gloves and masks in classrooms.</p> <p>Pupils will not wear face coverings in school. Staff will wear face coverings in shared spaces such as on the corridor and in the staffroom.</p> <p>Staff will wear masks when serving school dinners Staff are to bring their own face masks. However, the school will also maintain a stock of disposable face masks in the event of staff face masks becoming soiled/damp and needing to be replaced. Visitors to school will be asked to wear face masks, including contractors and outside agencies.</p> <p>Brief staff on safe removal of face masks: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of</p> | <p>Headteacher inform parents by October half term and monitor</p> <p>Deputy Head Teacher to monitor</p> <p>PPE available in nurture room (isolation room)and classrooms</p> <p>INSET 1st September</p> |

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| <p>Possibility of face coverings inadvertently increasing risk of transmission through misuse</p> | | <p>negative impact on teaching and their use in the classroom should be avoided.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Other PPE is only needed in a very small number of cases including: Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <p>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p> | <p>them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Visors should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Pedal bin with contaminated waste bags provided – brief staff and display posters outlining donning and removing of PPE.</p> | <p>In place</p> |
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| | | <p>Used PPE and any disposable face coverings that children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p> <p>For more information on PPE, please see BMBC's guidance ..\..\1 Health and Safety Management\Covid-19 HASS\Use and Management of PPE Supplies for Coronavirus and Covid19 v 1point7 22 May 2020.docx</p> <p>School to put in place a process for removing face coverings when pupils arrive at school and communicate it clearly to them.</p> | <p>Removing face coverings: Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> | |
| Infection control – testing staff | Risk from asymptomatic covid cases | <p>Provide lateral flow tests to staff with appropriate information and guidance on how to carry them out</p> <p>Twice weekly testing - /4 days apart – Monday morning and Thursday morning recommended</p> <p>Results sent to admin staff and recorded – confidentially</p> <p>Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> | <p>Head teacher to brief staff and provide appropriate information to enable them to carry out the tests at home.</p> <p>School admin staff to record distribution of tests kits and log test results weekly.</p> <p>Some staff asked to complete more than 2 tests per week i.e. SL PPA teacher to complete Wednesday, Thursday and Friday morning.</p> | <p>Staff briefing January 2021 by Head teacher W/c 18th Jan Staff to collect tests by 25th January</p> |

| | | Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. Staff should contact NHS to arrange a PCR test. | | |
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| Hazard | Risks | Control measures | Action required | Person responsible and date |
| Staff and children who have previously been required to shield | Increased susceptibility of infection | <p>From 1 April 2021, if employees/pupils have been identified as clinically extremely vulnerable they will no longer be advised to shield. · They should however continue to take extra precautions to protect themselves. · It is important to continue to keep the number of social interactions that staff/pupils have low and try to limit the amount of time spent in settings where unable to maintain social distancing. · If an employee or pupil is in this group, they will previously have received a letter from the NHS or from your GP telling them this.</p> <p>Staff/pupils will still be unable to attend school in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</p> <p>Everyone in England, including those who are clinically extremely vulnerable, is required to follow the national Tier restrictions, which have been set out by the government and apply to the whole population. These restrictions:</p> | <p>Parents and members of staff to discuss concerns with Deputy Head Teacher.</p> <p>Groups of pupils who are required to self-isolate will be provided with remote learning via Seesaw</p> | Ongoing |

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| <p>Clinically extremely vulnerable staff/pupils</p> | | <ul style="list-style-type: none"> • require people to stay at home, except for specific purposes • prevent people gathering with those they do not live with, except for specific purposes • close certain businesses and venues <p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:</p> <ol style="list-style-type: none"> 1. You have one or more of the conditions listed on the below link, or 2. Your hospital clinician or GP has added you to the Shielded patients list because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus. <ul style="list-style-type: none"> • Read the current advice on shielding • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of | | |
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| Clinically Vulnerable staff | | <p>Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. • Pregnant women are in the 'clinically vulnerable' category and are generally advised | | |
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| <p>New and Expectant Mothers</p> | | <p>to follow the above advice, which applies to all staff in schools.</p> <ul style="list-style-type: none"> • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures to minimise the risks of transmission. • A new and expectant mother's risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. • Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). | <p>Deputy Head Teacher to complete risk assessment for member of staff.</p> <p>Staff member to work from home where possible from September 2021.</p> | |
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| | | <ul style="list-style-type: none"> This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). <p>Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p> | | |
| Shared staff spaces | Staff in close proximity increases likelihood of spread | Limit number of staff in enclosed spaces | <p>Signs displayed in shared areas</p> <p>Capacity and social distancing:</p> <p>Photocopying room: 2 people</p> <p>Staffroom- 2 people when making drinks</p> <p>Staffroom– separate bubbles not to mix</p> <p>Resource rooms – art, MI – 1 person</p> <p>Upstairs restrooms - staff to wait in art or MI room rather than on corridor</p> <p>Office - 2 members of staff</p> <p>Headteacher office – 2 for confidential meetings ensure 2 ms , ventilation and mask wearing</p> | In place |
| Hazard | Risks | Control measures | Action required | Person responsible and date |
| Possibility of Contaminated surfaces around school | Risk of transmission from other surface areas | Thorough cleaning regime in place | <p>Disposable towel provided</p> <p>Cleaning products and provided in each area</p> <p>Shared area – library – surfaces to be cleaned after each use by teacher/ TA</p> <p>Chlorine tablet dissolved in water to be used</p> | <p>Cleaning plan cleaner/caretaker</p> <p>Cleaning list in each room</p> |

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| | | | <p>Cleaning record by the door signed by the staff member to verify cleaning has been done. The next user of the room can only use it if the cleaning record was signed. Otherwise cleaning must take place before use.</p> | |
| Resources and Equipment | Spread of infection (coronavirus) via use of shared equipment | <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. | <p>Individual stationery provided by teachers, Pupils not to bring toys or games from home Pupils can bring water bottles, hats, coats, reading books *Removed soft furnishings(if washable) and resources can be returned to classrooms as long as these remain within bubbles Regular washing of cushion covers Class texts can be used – kept within bubble Playtime – classes to have own playtime equipment Resources to be kept to each bubble. Provide playtime equipment for each bubble and keep in classrooms</p> <p>Where resources cannot be kept to a bubble they must be cleaned thoroughly with detergent:</p> <p>Resources that cannot be cleaned thoroughly ie books, laptops should be used on rotation and left for 48 to 72 hours (72 hours for plastic) Ipads can be wiped thoroughly after use so can be shared * Laptops – rota for Key stage 2 – quarantined for 72 hours between use by different classes. * rota for IT suite – one class per week</p> | All staff to ensure measures are taken to avoid spread of infection through use of resources. ongoing |

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| | | <ul style="list-style-type: none"> Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. | <p>* reading and library books– return on Monday, placed in quarantine box and make available on Thursday. Individual class teachers to be responsible for this.</p> <p>Regular cleaning with detergent all surfaces – wiping down tables, chairs, door handles, IT equipment, whiteboard at lunchtime using disposable towel</p> <p>Regular demonstration and reinforcement of hygiene routines Hand washing thoroughly for 20 seconds with running water and soap and dry them thoroughly. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> | |
| Supply teachers, peripatetic teachers and or temporary staff | Movement around schools - spread of infection (coronavirus) | <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with Special Educational Needs should provide interventions as usual. School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before | <p>Use current teaching staff to cover WHERE POSSIBLE</p> <p>Use of online teaching via Teams and Seesaw for those working from home/ PPA teacher TAs to support in classrooms Meetings to occur after school hours or online when possible Online training used Senior Leadership Team and colleagues will provide support to others via Teams or phone call where possible Any Meetings and training in school will be limited and will follow social distancing rules</p> | |

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| | | <p>arrival. Where visits can happen outside of school hours, they should.</p> <ul style="list-style-type: none"> • A record is to be kept of all visitors. | <p>Staff supporting Special Educational Needs ie hearing impairment teacher should continue to do so in school</p> <p>Visitors to observe strict hygiene and social distancing</p> <p>Office staff to ensure that we hold contact details of visitors to school</p> | |
| <p>Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc</p> | <p>Spread of infection (coronavirus)</p> | <ul style="list-style-type: none"> • School to consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. • School to consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then school should use small, consistent groups. • For further information on summer holiday clubs, see Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak in order to plan extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own | <p>Clubs - maintain class bubbles where possible. Clubs to resume later in the school year if safe and practical to do so.</p> <p>TOOSC (before and after school club) to resume wrap around care in in March. Regular communication between school and TOOSC (before and after school club).</p> | <p>Deputy Head Teacher daily TOOSC (before and after school club) staff</p> |

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| | | protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place. | | |
| Pupils with education, health and care plans or on Special Educational Needs support | Failure to adhere to Special Educational Needs plan obligations Missed opportunities to share plans with parents / children | <p>Ensure that all staff continue to have high regard for Special Educational Needs plans in place.</p> <p>Pupils with Special Educational Needs (whether with education, health and care plans or on Special Educational Needs support) will need specific help and preparation for the changes to routine that this will involve.</p> <p>Teachers and special educational needs coordinators are to plan to meet these needs. To adapt and modify needs analysis and provision map documents accordingly to ensure that we are fulfilling our duties according to our best endeavours within the current conditions.</p> <p>To ensure that adapted / modified plans are shared with parents and children / young people and that pupil / parent voice has been respected.</p> | Care plans for pupils with additional needs in place Needs analysis updated termly Input into Special Educational Needs plans to continue to be a collaborative approach, as much as possible, adhering to government and school guidelines led by Senior Leadership Team. | Class teachers to update Special Educational Needs termly and communicate with parents remotely or by phone call Special Educational Needs coordinator to be available to staff for any collaborative working / support via teams. |
| Contractors/ Visitors | Transmission of infection (coronavirus) | <p>Contractors working on site</p> <ul style="list-style-type: none"> Obtain Contractor's Covid-19 Risk Assessment | Contractors and visitors signing in Use of face coverings in place for all adult in shared areas. Welfare facilities cleaned after each use by staff | In place - ongoing |

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| | | <ul style="list-style-type: none"> • Ensure any Contractor’s work is organised where there is minimum/no contact to both staff/pupils e.g. out of school hours • Ensure Contractor signs in/out of the premises using the Track and Trace system • Adequate control measures in place to ensure social distancing/barrier off system • Allocated welfare facilities (where required) and increase of cleaning regime • Contractor to wear face coverings whilst moving around the school premise <p>Visitors</p> <ul style="list-style-type: none"> • Where possible arrange to meet visitors via on-line system (e.g. Teams, Zoom etc) • If not possible ensure the visitor signs in/out of school and uses the Track and Trace system. <p>Both the employee and visitor must wear a face covering at all times and social distance</p> | | |
| Educational visits and journeys | Transmission of infection | <ul style="list-style-type: none"> • Day Visits · In line with the roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time • This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. | | |

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| | | <ul style="list-style-type: none"> • School to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, school will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. • School should consult the health and safety guidance on educational visits when considering visits Domestic Residential Educational Visits · School to contact their designated Educational Visits Coordinator or visit leader when considering any domestic residential educational visit. • General guidance about educational visits is available, with specialist advice available from the Outdoor Education Advisory Panel (OEAP). All educational visits must be fully compliant with COVID-19 requirements. See Annex C Covid-19 Schools Guidance | | |
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| Manager's 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 Signature: | D Jordan |
| Date: | 21/07/2020 |

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| | <p>Reviewed 25/08/2020</p> <p>Reviewed 23/09/2020</p> <p>Reviewed 21/10/2020</p> <p>Reviewed 11/11/2020</p> <p>Reviewed 15/1/21</p> <p>Reviewed 5/2/2021</p> <p>Reviewed 24/2/2021</p> <p>Reviewed 23/3/2021</p> <p>Reviewed 19.5.21</p> |
| Date of planned review (not to exceed 12 months): | June 2021 |
| Date of planned full re-assessment (not to exceed 24 months): | September 2021 |