

Educational Setting	Monkfield Park Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Annie Howell, Acting Headteacher 13.07.2020
Review Date	21st September 2020. 4th January 2021, 1st March 2021. Next review date 30th April 2021 or sooner if necessary

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Access/Egress of school building	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> A system of staggered arrival and departure times will be operational to maximise social distancing and remove the chance of congestion. Staff will have a separate entrance via the side door of the school. Signage will remind staff to wash their hands on arrival prior to signing in. Children will be collected on arrival and departure time from allocated gates. The pod leader/s will collect each child from their allocated gate and deliver them to their classroom via the external classroom doors. All children and adults will wash their hands on arrival in the classroom. Marks spray painted on to the ground will indicate 1m distancing to reduce face to 	<ul style="list-style-type: none"> Priority will be given to disabled users and those identified as having health related issues. Parents/carers will be provided with relevant guidance on drop off and pick up arrangements. Parents/carers will not be allowed to enter the school site unless in the case of an emergency or by pre-arranged appointment to collect resurces. Parents/carers will be asked to contact the office via e-mail or 	All staff	Ongoing from 8/3/21	

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		<p>face passing and minimise contact outside the building.</p> <ul style="list-style-type: none"> All fire doors in the main corridors have been fitted with acoustic fire door retainers. These doors will be open to ease movement through the building and avoid the need for door handles and push plates to be touched. Where possible, all internal doors, which are not fire doors, to be propped open with doorstops to reduce the need for touch. In the event of a fire staff will close the doors in their immediate vicinity as they leave the building. All fire doors, other than those filled with acoustic retainers, will be closed at all times. Door plates and door handles to be cleaned using Milton sanitiser and machine washable cloths throughout the day and as children and staff open them to move through the building. Children will be allocated a collection time and will be accompanied to their allocated gate by the pod leader. 	<p>telephone for day to day enquiries.</p> <ul style="list-style-type: none"> Parents/carers who need to collect children outside of the normal drop off and collection times will need to telephone the office when they are at the school gate. The office staff will arrange for their child to be accompanied to the main school office. Only one person will be allowed to enter the main school office foyer at any time. Parents/carers will be asked to wear a face covering and to maintain 2m social distancing at all times. When moving children through areas of the building without acoustic door retainers, staff must hold the door and move children through in a line to the next door. Staff will clean the door handle 	All staff	Ongoing from 6/1/21	

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			and door push plates before moving to the next door.			
Accident reporting including Covid-19 incidents	Children, staff and their families may contract the Covid 19 virus.	<ul style="list-style-type: none"> All reportable accidents must be recorded in the school's medical book and reported online at www.reportincident.co.uk The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Any positive Covid-19 cases must be reported to the Local Authority Emergency School Closure team and/or the DfE helpline. All positive cases and details of those who are self-isolating must be included in the daily return to the DfE. 	For further advice and guidance contact the Local Authority Health & Safety Adviser.	All staff	Ongoing from 8/3/21	
Administrative Staff	Admin staff	<ul style="list-style-type: none"> Staff shift rota in place to enable staff to keep social distances of 2m and allow school office to continue to function. For instances when both staff are required to be in school each member of staff will work in a separate room. 	Clear daily handover procedures in place to ensure consistency and continuity	Admin staff	Ongoing from 8/3/21	

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Assemblies and meetings	Children and staff may contract the Covid 19 virus	<ul style="list-style-type: none"> To avoid unnecessary movement around the school building all daily assemblies and acts of collective worship will take place in individual pods. Children who are shielding or self isolating will join via Teams. Whole school assemblies will take place on Monday morning and Friday mornings via Teams. Staff meetings will all take place via Teams at the usual times on Monday evenings according to the circulated timetable. All Team and other discussion meetings with other members of staff will take place via Teams. Where face-to-face meetings cannot be avoided, they will be held in the Main Hall where the room can be constantly ventilated and participants can maintain 2m social distancing. 	<ul style="list-style-type: none"> The Acting Headteacher will be responsible for sending out invitations to all members of staff for Staff meetings and whole school assemblies. Team leaders will be responsible for sending invitations to all members of staff in their Teams. The Acting SENCO will be responsible for sending out invitations for meetings regarding SEND with staff, external professionals and parents and carers. 	Acting Head, Acting SENCO, Team Leaders	Ongoing from 8/3/21	
Behaviour	Children and staff may contract the Covid 19 virus due to risk taking behaviours	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour policy has been reviewed and an addendum added. School will carry out inductions to inform staff and pupils of the changes. Inform staff about the government systems for contact tracing. 	<ul style="list-style-type: none"> Class teachers to focus on re-visiting school rules and expectations each day. Assemblies will focus on the Monkfield Way. PSHCE lessons will focus on expectations for behaviour and building 	All staff	Ongoing from 8/3/21	

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		<ul style="list-style-type: none"> Staff will be reminded that they should model social distancing for children in their pods and when moving around the school. 	<p>school community.</p> <ul style="list-style-type: none"> Golden Time to be planned in to reward children who adhere to school rules and procedures. 			
Break/Lunch times	Children and staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> The school will stagger breaks and lunchtimes to enable social distancing and ensure children in the pods do not mix. Children in Y1 to Y6 will eat in their pods. Food will be delivered to the classrooms by the kitchen staff. Children in Reception will eat in the Main Hall. Each pod will have separate allocated area where they will spend their lunch and break times. Staff will supervise break times for their pod. At lunchtime the MDS attached to the pod will supervise the children in the hall/classroom pod and on the playground or field. 	<ul style="list-style-type: none"> Each pod will have it's own allocated play equipment for break times. The equipment will be cleaned frequently and meticulously by the TAs attached to the pod. Children to wash their hands before and after each break time and prior to eating.. 	All staff	Ongoing from 8/3/21	
Cleaning	Children, staff and their families may contract	<ul style="list-style-type: none"> All areas in use in school have been cleaned daily since lockdown started in January. Deep cleaning of the school is carried out at the end of each term. The cleaning team will clean the classrooms thoroughly each day and will clean the 	<ul style="list-style-type: none"> In the event that the school is informed that someone has tested positive with covid-19 then any area/room they have accessed must be 	All staff	Ongoing from 6/1/21	

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	<p>the Covid 19 virus due to inadequate cleaning measures.</p>	<p>communal areas of the school.</p> <ul style="list-style-type: none"> The Site Officer will clean the frequently touched surfaces in the toilets during the school day. Spray bottles containing a dilute solution of Milton and microfibre cloths will be provided for each pod. The Milton solution is effective for 24 hours. The TA allocated to each pod will replenish the spray bottle and cloths every morning and will return them to the Activity Hall kitchen each evening. The teacher and TA will be responsible for ensuring the IT equipment and children's resources are cleaned at the end of each session with a dilute solution of Milton and a micro-fibre cloth. The cloths will be collected at the end of each session and washed at 60 degrees C in the washing machine. Clean cloths will be provided each day. Disposable cloths will be provided for cleaning outdoor equipment and PE equipment. These will be disposed of at the end of each session. Milton spray bottles and disposable cloths will be stored out of the reach of children or in the teacher's cupboard when not being used. Labels detailing when the solution was made up will be clearly indicated on a label on the bottle. Staff will be provided 	<p>secured for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> COSHH risk assessment for cleaning/site officer activities has identified the correct process and PPE to be worn. Outdoor play equipment should not be used. Trim trail and outdoor gym equipment will be out of bounds. Minimal equipment will be used during PE to minimise the risk of transmission. If equipment is used this must be kept to a minimum and must not be shared. At the end of the session all equipment must be cleaned with Milton spray and disposable cloth. 			

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		<p>with instructions, COSHH sheets and risk assessments for making up the Milton solution.</p> <ul style="list-style-type: none"> • Cleaning procedures will be in place, for frequently touched areas including: <ul style="list-style-type: none"> ○ Taps , sinks and wash basins, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • All table tops and equipment used for eating will be thoroughly cleaned by an allotted adult for the pod when children in the pod have finished their meal. At the end of each staggered break in the Main Hall MDS will clean all tables, chairs and equipment. • All drinking fountains have been removed. Each child will use their clearly named water bottle which must remain with them throughout the day. 				
Catering facilities and Lunchtime arrangements	Children, staff and their families may	<ul style="list-style-type: none"> • A clear system of staggered lunch and break times will be operated. • Dolce will be providing a full hot meal service for all children. Dolce has a clear risk assessment for its employees with regard to 	<ul style="list-style-type: none"> • The adult assigned to each pod will be responsible for cleaning the tables tops after use. The MDS staff will 	All staff	Ongoing from 8/3/21	

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	<p>contract the Covid 19 virus due to inadequate social distancing and cleaning measures.</p>	<p>social distancing and safety routines.</p> <ul style="list-style-type: none"> • The meals will be served in lidded airline style trays. • Children will eat lunch in their pods. Pre-ordered meals will be delivered to the classroom door at specified times. • Reception children will eat in the Main Hall as there are insufficient tables and chairs in the classrooms. • Staff wearing gloves will provide each child with their meal and cutlery where necessary at their table. All utensils will be sterilised after use. • Staff may use the Activity Hall to eat lunch at tables spaced at a safe distances. Each table will be used by 2 people sitting on the same side of the table facing forwards. • Parents, including FSM, will pre-order their child's lunch via 'School Grid' by 8:55am in the morning. • In the event of a local lockdown, families of FSM children continuing with home learning will collect weekly 'food parcels' from the external kitchen entrance on allocated days. • Children in receipt of FSM who are required to self isolate will receive 'food packs' for a 	<p>accompany children to their allotted area for playtimes.</p> <ul style="list-style-type: none"> • Collection bins will be placed outside the classroom doors for all pods. All food and waste will be placed in these for collection by the kitchen staff at the end of lunchtime service. 			

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		<p>period of 10 days.</p> <ul style="list-style-type: none"> • Children must use the toilet facilities for their pod • All children will be instructed to wash their hands as per the guidance before and after eating in their classroom pod. • Prior to, and after eating, the allocated MDS for each pod will sanitise the tables and chairs used by their pod with Milton solution using the spray bottles and microfibre cloths provided. • Milton spray bottles will be replenished in the kitchen adjoining the Activity Hall and used cloths placed in the container to be washed in the washing machine. • 				
Contingency planning for a further outbreak	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or Local Authority may advise a school or number of schools to close temporarily to help control transmission. • School contingency plan for this eventuality will be activated and children will return to online home learning. 	<ul style="list-style-type: none"> • Guidance to be followed https://www.cambslearntogether.co.uk/asset-library/Corona-Virus-Schools/Guidance-in-the-event-of-a-local-outbreak-and-subsequent-local-lockdown.pdf 	SLT	As required	

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Contractors	Children and staff by exposure to Covid 19 virus	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours where possible, unless seen as an emergency. 		SBM, Head, Site Officer	Ongoing from 8/3/21	
Equality Impact Assessment	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> The Equality Impact Assessment has been carried out and can be found in the Senior Leadership's secure area on the school's M Drive. All necessary individual risk assessments have been carried out with staff where necessary following the completion of the Equality Impact Assessment. These risk assessments are placed in the confidential files for these staff members. All individual risk assessments were reviewed in the Autumn term following the second national lockdown. Reviews were carried out in January 2021 will a further review will be carried out in the Spring term 	<ul style="list-style-type: none"> Risk assessments to be reviewed and updated as necessary. Risk assessments for members of staff returning from shielding will be completed prior to their return to work with the Acting headteacher. Risk assessments for children returning to school following shielding will be carried out with the parent/carer and the child prior to their return. 	Acting Head	Ongoing from 8/3/21 From 8/3/21	
Extra-curricular activities (coaches, tutors, after school)	Children, staff and their families may contract the Covid	<ul style="list-style-type: none"> Extra curricular sports clubs will be able to take place where it is deemed safe for them to do so. Any decision to operate after school clubs will only be taken following receipt of a detailed risk assessment. Wrap around care will take place. Children will be supervised in consistent bubbles of 	<ul style="list-style-type: none"> PE Advisor from the Cambridge Sports Partnership will be working with the Year 2 pod in the Spring Term. PE Coordinator will brief PE Advisor fully on 	Acting Head PE Leader	From 8/3/21	

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	19 virus	<p>no more than 15.</p> <ul style="list-style-type: none"> C&LC staff will accompany the children to the Main School Entrance at specified times and will collect them from there each evening whilst maintaining social distancing. 	<p>expected procedures in school and she will be expected to maintain 2m social distancing at all times.</p>			
Face coverings	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> Current government guidance to be followed i.e. that members of staff should not wear face coverings in the classrooms when teaching. Staff may wear face coverings in communal areas and the staffroom and if they are unable to maintain 2m social distance from other adults in these areas. Children should not wear face coverings as transmission rates are low in schools. Parents/carers to be informed of the risks of transmission by the incorrect removal and disposal of masks Individual risk assessments will be carried out for members of staff who have underlying health issues and/or are in high risk groups, to identify where it may be necessary for them to wear face coverings. Staff who may be required to work across pods are encouraged to wear a face covering and a clear visor when teaching. Staff who are carrying out duties at break and lunchtime across pods have the option 	<ul style="list-style-type: none"> If children come to school wearing masks they must doff and don their mask following strict guidelines and procedures and dispose of them carefully. Face masks must: <ul style="list-style-type: none"> cover both nose and mouth not be allowed to dangle around the neck not be touched once put on, except when carefully removed before disposal be changed when they become moist or damaged be worn once and then discarded or taken home to be washed 		From 8/3/21	

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		to wear a face covering. Correct donning, doffing and disposal procedures must be observed.	- hands must be cleaned thoroughly after disposal			
First Aid	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> Children requiring First Aid for minor injuries will be dealt with by the allotted staff for their pod using the class First Aid kit. Details will be recorded in the class First Aid book. For more complex injuries the 3 day First Aiders will deliver first aid in the First Aid room. Staff or pupils with medical needs will be treated as per their current risk assessment and protocols. PPE equipment will be available for staff if a suspected case of Covid 19 is detected on the school premises and they are required to supervise the individual until they are removed from the premises and prior to deep cleaning. If a child or adult is displaying symptoms of covid-19 they will be isolated in the Medical Room (and the Quiet Room if 2 individuals display symptoms) and the current guidance on the use of PPE will be adhered to by the nominated member/s of staff whilst they are caring for the individual/s. On vacating 	<ul style="list-style-type: none"> PPE packs are available in every pod and are contained in the class medication box. Replacement PPE grab packs are available from the medical room. Refresher First Aid training for all staff to be carried out on 8/6/2021 	All Staff who are First Aid Trained	From 8/3/21	

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		<p>the room all PPE will be disposed of as per the detailed guidance and the rooms will be deep cleaned.</p> <ul style="list-style-type: none"> Individual medication e.g. inhalers and epi pens for children in each class will be kept in the classroom medication box which is located in the teacher's cupboard in each classroom. The medication box must be accessible at all times and be taken outside when the children are on breaks, in PE lessons or taking part in outdoor learning. Each 'pod' will have a PPE kit which will accompany the children during PE lessons, but will only be used in the event that it is suspected that a child or member of staff is displaying symptoms of Covid 19. <p>First Aid policy reviewed to include consideration of the risk of infection of covid-19.</p>				
Fire Safety	Children, staff and their families may be injured	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) continue to be in place for those staff that continue to work in the school and any pupils that access the school site. All emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire 	<ul style="list-style-type: none"> Fire drill to be carried out 24th March. Half termly fire drills will be carried out according to the timetable. 	All staff	From 8/3/21	

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		<p>alarm is activated that they must still keep 1m+ social distancing when at the evacuation point.</p> <ul style="list-style-type: none"> All Fire Doors, unless fitted with acoustic retainers, must remain closed where this is indicated on the signage on the door. All internal doors, which are not fire doors, that are propped open with doorstops to reduce the need for touch must be closed in the event of a fire. Staff to close all doors in their immediate vicinity as they leave the building. Adults responsible for the 'pods' to ensure children line up at 1m+ from each other when assembling at the fire evacuation point on the field. 				
Hygiene	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> The school has a good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure children wash their hands frequently including: on entering the school building, following breaks, before meals and following the use of toilets and after sneezing, blowing noses or touching faces etc. Supplies of tissues, Milton spray, microfibre 		All staff	From 8/3/21	

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		<p>and disposable cloths are available in each pod. All used disposable cloths to be disposed of at the end of each session. Used microfibre cloths to be returned to the baskets in the kitchen adjoining the Activity Hall each evening and washed in the washing machine at 60 degrees C.</p> <ul style="list-style-type: none"> • Children to have their own resource packs containing all the equipment they will need. These will be cleaned at the end of each session. • Toys such as Lego and other plastic items will not be shared between pods and will be cleaned frequently. • Children will be reminded to use suncream/lotion and a sun hat when outside in warmer weather. Parents will be reminded to apply suncream/lotion before the children come to school. Children will be given the opportunity to reapply their own sun cream/lotion before participating in outdoor learning and at break times. Individually named bottles of suncream/lotion will be stored in the teacher's cupboard in each pod. 				
Lack of staff	Pupils	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes carried out daily and 	Induction will be acrrried out for supply staff who will be moving between settings to	Acting Head	From 8/3/21	

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		<p>revision/changes made.</p> <ul style="list-style-type: none"> If necessary to keep the pod open, supply staff and cover supervisors will be able to move between pods to provide cover for staff absences. Staff must maintain 2m social distancing from adults and children and are encouraged to wear a clear visor when teaching or providing feedback to children. 	<p>ensure they are confident in applying the risk assessment.</p>			
Lateral Flow Testing	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> From 25.1.2021 staff have had the option to carry out Lateral Flow tests twice weekly. Staff provided with detailed instructions on testing and the privacy notice by Acting Head Tests will be carried out twice weekly on Sunday and Wednesday evenings between 6pm and 8pm. Results will be reported to NHS Test and Trace and to Acting Head. 	<p>Acting Head will collate the test results and store the information in a secure area of the school's M drive.</p> <p>If a positive test is reported, Acting Head will instruct the member of staff to book a full PCR test. The member of staff and all members of their household must self-isolate.</p> <p>Acting Head will contact the LA emergency closure and follow their advice on pod closure.</p>	Acting Head	From 25/1/21	
Learning outside the classroom (day		<ul style="list-style-type: none"> When working as a group outside, ensure children are kept within their consistent group within their pod, and that the COVID- 	<p>For more information contact Stephen Brown (Outdoor Education Adviser)</p>	Acting Head	From 8/3/21	

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trips, etc.)		<p>secure measures are followed.</p> <ul style="list-style-type: none"> Day trips and visits away from the school site will not be allowed until the school receives further advice from the LA and DfE. Staff should make full use of outdoor spaces across the school site to support delivery of the curriculum. Swimming lessons will be able to take place. Staff and children must follow strict Covid measures and guidance issued by the swimming pool. An additional risk assessment will be completed. 	<p>Under current guidance all school volunteers will need to have a new DBS unless they have been carrying out work or training for the school during the lockdown.</p>			
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution and an individual is suspected of having covid-19. All PPE should be disposed of according to the guidance following single use. When administering First Aid, staff should wear normal PPE as advised by government guidance. This will normally include gloves and a disposable apron. However, staff may choose to wear a face mask and/or a clear face shield for additional protection. All PPE must be donned, doffed and disposed of following the correct procedures together with scrupulous 	<ul style="list-style-type: none"> Staff have the option to wear clear visors when teaching. When moving around the school and in busy communal areas e.g. the staffroom, staff have the option to wear face coverings. 	All staff	From 8/1321	

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		<p>handwashing.</p> <ul style="list-style-type: none"> All intimate care plans for children attending school will be reviewed in light of Covid-19. For intimate care procedures, staff named in individual intimate care plans should wear PPE in accordance with individual intimate care plans. This will normally include gloves and a disposable apron. Staff may chose to wear a face mask and/or a clear face shield for added protection. All items of PPE must be donned, doffed and disposed of following the correct procedures together with scrupulous handwashing. 				
Physical activity		<ul style="list-style-type: none"> Outdoor sports to be prioritised where possible, and the Main Hall used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning hygiene and ventilation protocols. Pupils should be kept in consistent groups when taking part in PE lessons. Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Children will be required to come to school in their PE kit on their allotted day to avoid 	<ul style="list-style-type: none"> For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport) 	PE Lead All staff	From 8/3/21	

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		the need to change in the classrooms and allow social distancing to be maximised.				
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been completed throughout the lockdown period and checklists completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	Acting Head School Business Manager Site Officer	Ongoing	
Remote Learning	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> From 8/3/21 the return to school is mandatory Wherever possible, children should attend and engage in face-to-face learning. In the event of a local or national lockdown, school will only be open for children of critical workers and those deemed to be vulnerable. Where children do not currently have access to devices to facilitate home learning they will be allocated a place in school until the school is able to provide them with a laptop or tablet. Remote learning will be delivered via Microsoft Teams and Seesaw in line with the school's Remote Learning policy online learning protocols. 	<ul style="list-style-type: none"> A detailed weekly timetable will be uploaded on to Seesaw on Monday by 9am. Work consisting of activities and tasks will be uploaded by 9.00am each day. Staff will deliver a mixture of live learning and pre-recorded lessons with some synchronous small group work and feedback. 	All staff	From 8/3/21	

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Response to any infection		<ul style="list-style-type: none"> • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contain any outbreak by following local health protection team advice • Engage with the NHS Test and Trace process: Possible/Suspected Case <ul style="list-style-type: none"> - Child/member of staff to be isolated and sent home - Rooms used by suspected case to be disinfected by staff wearing appropriate PPE. - Advise that child/member of staff gets a test. - Child/member of staff to isolate at home for 10 days from onset of symptoms. Rest of household to isolate for 14 days. - If test result is negative child/member of staff can return to school once well for 48 hours and no further symptoms in household or pod. Confirmed Case <ul style="list-style-type: none"> - Ensure child/member of staff isolates at home for 10 days from onset of symptoms. - Contact PHE and Local Authority who will complete the risk assessment. - Contacts identified by PHE risk assessment to isolate at home for 10 	<ul style="list-style-type: none"> • Posters are displayed in key areas around the school, the staff room and at the signing in stations to remind staff what is required of them. • Updated information is communicated to staff by e-mail and in staff and support staff meetings. 	<p>Acting Head</p> <p>All staff</p>	<p>From 6/1/21</p>	

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		<p>days or as instructed by PHE.</p> <ul style="list-style-type: none"> - All rooms used by confirmed case to be cleaned and disinfected by staff wearing appropriate PPE. 				
Safeguarding and Child Protection		<ul style="list-style-type: none"> • 1 x DSL (Acting Headteacher) on site every day. • 1 x DSL (Acting Deputy Headteacher) available remotely. • Registers will be taken by the class teacher according to the normal arrangements • Office staff will carry out first response as normal. • Children who arrive late will need to access the school site via the car park pedestrian gate and report to the School Office as per normal procedures. • Concerns to be raised and escalated in the normal way. Child protection concerns should be relayed to the DSLs and they will liaise with colleagues about the best course of action. The DSLs will be the key point of contact for each case. 	<ul style="list-style-type: none"> • Logs of concern must be handed directly to the Acting Headteacher as the Acting Deputy Headteacher is now shielding and working remotely. • In the event that the Acting Headteacher is not available, Logs of Concern should be handed to a member of SLT. 	All staff	FROM 8/3/21	
Signage		<ul style="list-style-type: none"> • Signage regarding hand washing, social distancing, Covid-19 symptoms and the NHS Test and Trace process is displayed in key areas across the school. • Taped markers on the floor in corridors 		Site Officer Acting Head	From 8/3/21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		indicate direction of travel.				
Social Distancing in school	Children, staff and their families may contract the Covid 19 virus due to inadequate social distancing measures.	<ul style="list-style-type: none"> Children will be accommodated in year group 'pods' in allocated classrooms which are exclusively for use by that pod. Each child will sit at their own clearly identified desk space with their own clearly identified working area. All desks positioned facing to the front of the classroom where possible. Where not possible due to limitations in layout of the room and the need to allow access to fire exits, children will be 1m+ apart. Staff record the seating plans within the pod photographically using the I pad and store these in an allocated file on the school's M drive for Test and Trace purposes. Children in Reception classes will have their own sitting mat and will be directed to their own carpet and/or working space. Walkways clearly indicated in each classroom to allow access to fire exits and the lavatories. One way system to be operational for movement around the school. Routes marked using blue decorator's tape on the floors. 	<ul style="list-style-type: none"> Children and staff fully briefed on the need for social distancing to be maintained between adults and children at all times. Will be reinforced throughout the day and by through information posters. Detailed plans in place to ensure there is minimal access to the school site by parents and visitors. 1m gaps will be marked across the external areas of the site using fluorescent spray paint to ensure social distancing is easy for the children and staff to follow. Staff to ensure that they up date their class seating plan photographs weekly for Test and Trace purposes. 	Acting Head Business Manager All adults	From 8/3/21	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Staff should maintain 2m social distancing from children and other adults as all times. The requirement to observe social distancing must be reinforced with children and staff should model this. Where staff need to have contact with a child at a distance of less than 2m, a clear visor should be worn. 				
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group and has a letter from their doctor must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, have had a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. School will follow the flow chart provided by the LA. 	<ul style="list-style-type: none"> Risk assessments for members of staff returning from shielding will be completed prior to their return to work with the Acting headteacher. Risk assessments for children returning to school following shielding will be carried out with the parent/carer and the child prior to their return 	Acting Head	From 8/3/21	
Staffroom		<ul style="list-style-type: none"> Staff breaks to be staggered where possible. Windows to be opened at all times to allow the room to be fully ventilated. Furniture to be taped off to indicate 1m+ distance and allow individuals to observe social distancing guidelines. 		SLT All staff	From 8/3/21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Staff to be encouraged to spend no more than 15 minutes in the staffroom with other members of staff. • Staff may wear face coverings in the staffroom if they wish. • The Activity Hall may be used as an overflow staffroom if space is limited until the ceiling in the DT Room is repaired. • Staff to ensure all crockery and utensils are placed in the dishwasher immediately after usage. • Staff must not leave unwashed crockery, trays and utensils on work surfaces or in the staffroom sink • All food waste to be disposed of in the staffroom bin immediately after eating. • Surfaces to be kept clear and cleaned before and after use with Milton spray provided. 				
Transmission of the virus	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Staff to maintain social distancing of 2m at all times. • Windows to be open in the classrooms and the rooms fully ventilated every hour. • Removal of shared items eg. utensils • All excess furniture to be removed from the classrooms and stored in the Activity Hall. 	<ul style="list-style-type: none"> • Staff to maintain social distancing of 1m+ at all times, and must take great care when working across two pods. • Staff working across pods for short periods of time e.g. carrying out break and lunch duties, should 	All staff	From 6/1/21	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Soft furnishings will be removed from the classrooms, bagged and stored in teacher's cupboards. • In the Reception classes all shared resources are used exclusively by that pod and are cleaned following each session. • Children will have an allocated outdoor PE session each week. Children will be required to come to school in their PE kit on this day to avoid the need to change in the classrooms and allow social distancing to be maximised. • Children's work books can be taken home to be marked but staff must follow hand washing guidelines before and after marking. • Children are prohibited from bringing any equipment (including pocket toys) into the school. They are provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home with the exception of reading and homework books. • The behaviour policy has been reviewed to take into account COVID-19, to include consequences for children who deliberately put others at risk (e.g. coughing, or spitting 	<p>wear face coverings e.g. a clear visor and have the option to wear a face mask if not teaching.</p> <ul style="list-style-type: none"> • Staff meetings will take place via Microsoft Teams where possible. • An 2m 'teaching zone' will be marked out at the front of each classroom. Teachers should remain in this area when teaching and children should not enter this zone. 			

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		at others) and pupils who will not (as opposed to cannot) comply with social distancing.				
Ventilation	Children, staff and their families may contract the Covid 19 virus	<ul style="list-style-type: none"> To avoid pools of stagnant air windows to remain open throughout the day, but this can be on the first setting on the window extenders in cold weather Windows to be fully opened on entering rooms in the morning and at break and lunchtime Doors can be closed but it is vital that rooms are intermittently ventilated with fresh air to disperse any virus particles. Doors opening on to the KS2 courtyard, the KS1 corridor and C&LC external doors must be opened for 5 minutes every hour and when the children are outside during break and lunchtime to disperse stagnant air. 	<ul style="list-style-type: none"> 	All staff	From 6/1/21	
Waste		<ul style="list-style-type: none"> Lidded waste bins available in all rooms and at strategic positions both in school buildings and in external areas that are in use, in order that waste materials can be managed safely Bins should be emptied daily and contents double bagged by the cleaning staff during daily cleaning routines. 	<ul style="list-style-type: none"> The cleaning staff will use their usual PPE and set procedures when dealing with waste. 	Site officer & cleaners	From 8/3/21	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

March 2021