

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	INGS FARM PRIMARY SCHOOL, STIRLING ROAD, REDCAR TS10 2JZ				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Staffing issues ✘ Contracting & Spreading of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms / hospitalisation / Fatality ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation 				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
<p><i>Please Note: As school has been open, from June 1st to: 2 bubbles in each of; Nursery, Reception, Y1 and Y6 and Bubbles of 15 max in Y2, Y3, Y4 and Y5 pupils (Key Worker Pupils) most of what is stated below is already in place and the good practise will be built upon and reviewed regularly for the wider opening in September 2020 in line with Government guidelines.</i></p>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>Year group bubbles max 63 will have a staggered start, break, lunch and collection, timetable in place to ensure the bubble will not mix. PPA - All except 2 Yr Gps will be delivered by own year group bubble TA to minimise contact – timetabled</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>Registers completed daily Acting DH monitors staff availability & absence /emergencies</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>Timetable created to ensure minimal contact between bubble groups</p> <p>Visitor diary in office to adhere to Track and Trace</p> <p>Conference room timetable in place for specialist pupil support</p>			
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p>	<p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'. For rotation of resources, specialist teachers, PPA cover and staggered lunch times year group bubbles will be timetabled to ensure minimal contact</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Awaiting EYFS guidelines</p>	<p>EYFS letters and phone calls have been made to parents informing them of procedures for September</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Awaiting updated SEND guidelines from Government</i></p>	<p>Personal RA's under review</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups</p>	<p>Pupils will operate in year group bubble as above and timetables have been created to ensure minimal contact throughout the day with zoned areas for break and lunch</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>Timetables created to ensure minimal socially distanced contact for:</p> <p>Each year group</p> <p>Staggered break times</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Staggered lunch times PPA cover Disinfecting timetable with two cleaners cleaning 3times prior to lunch plus two during the afternoon and final clean / disinfect at the end of the day Midday supervisors allocation max number 2 with each year group bubble arrive 5 mins prior to lunch break complete the 45 mins year bubble support and leaves school.</p>			
<p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p>PE hall time & ICT is timetabled and included in the disinfecting timetable to limit transmission and contact All pupils have timetabled designated play areas (zoned) to ensure minimal contact</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>	<p>EYFS year group bubbles will only move within their school area, PE will take place outside as often as weather permits</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport</p>	<p>Specialist teaching to support a broad and balanced curriculum will operate with limited pupils and in two designated areas with ventilation for shorter periods of the school day. Specialist Chess & PE will operate a fixed timetable (Chess in small hall, PE mainly outside / in large hall if inclement weather)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Small hall currently set for year group bubbles of 60 with good ventilation and social distancing and access available for outside specialist teaching i.e. TVMS			
Wraparound care SCOOT – Breakfast & After School Care	Reduced numbers currently max group size 15, maintaining disinfecting schedule and minimal contact, using outdoor space as often as possible in well ventilated hall Year group tables for breakfast club limiting contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After School Sports Club	Limited numbers (15) Regular known staff Own equipment / regularly cleaned & disinfected Only outside / weather dependent One way collection Use of Y3 toilets after the Y3 bubble has left the premises' and they have been thoroughly disinfected and cleaned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Staggered start and collection ensures all family members can be collected quickly and easily whilst maintain social distancing guidelines, following a one way identified route around school SCOOT will operate separate table year group bubbles for breakfast club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Two specialist teacher will support abroad and balanced curriculum working with minimal, identified pupils who	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	require a broad range of support. PPA will be delivered in 5 Year group bubbles by their own bubble TA with only 3 staff moving only on a Friday			
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Staff will ensure they social distance and adhere to the disinfecting regime Timetable ensures limited/ minimal contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Desks will be place to face forward and pupils to sit side by side facing forward with ideally a 2m area at the front in a well ventilated room adhering to regular hand washing and disinfecting regime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Except in an emergency situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Staff are aware of this requirement as RA will be sent to all staff and paper copies distributed to cleaners, middays and site supervisor Any meeting will take place in conference room, well ventilated and as socially distanced as possible. Disinfected prior and after meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	In Year groups 1, 2, 3, 4 & 6 desks will be moved to facilitate this, in EYFS furniture will be moved as far as possible to accommodate, and in Y5 some pupils may be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	required to sit at each end due to the size/shape of the tables which is under review			
Staff will work side on to pupils as opposed to face to face whenever possible	Teachers classroom management and the repositioning of pupils desks will allow for this requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	SEND Personal Risk Assessments will be reviewed and staff allocated as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Ongoing, changing daily to embed the new required guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Year group timetables do not allow for this to happen, class bubble or year group bubble for assemblies / acts of worship and any specialist teaching i.e. TVMS / chess /	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Ongoing, changing daily to accommodate the current guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times <u>have not</u> reduced the amount of overall teaching time. Breaktimes have been reduced by 5 minutes and lunch by 15mins to allow for staggered start and collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Continuation of the one way system already in place, TA's on the playground to accept the children and direct them to their classrooms Parents informed via Parentmail, paper copy if not on parentmail, FB and phone call if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Continuation of the one way system already in place, TA's on the playground to accept the children and direct them to their classrooms Parents informed via Parentmail, paper copy if not on parentmail, FB and phone call if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Information will be disseminated to parents prior to the pupils returning in September / noted as an action to complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All available external doorways to be utilised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	JS&AL to meet with each new year group. Timetables for each year group discussed and distributed to all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	As above, reduced lunchtime on a rotational system timetable in place with 2 identified lunch time supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Continuation of current procedure reduced numbers in place Max 4 at any time, washing and cleaning own equipment or use of dish washer if required following the one way system to make refreshments Disinfectant and anti bac cloths available to clean after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Structured class only timetabled PE sessions will take place as often as possible outside, equipment will	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	continue to be cleaned / disinfected as currently only large hall available for PE during inclement weather			
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	<p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>Guy Sweetman will continue as a specialist sport coach, he will work mainly outside, socially distanced, with one class at a time and equipment will be thoroughly cleaned/disinfected between pupils use. If possible, pupils will have own personalised equipment. He will have access to an exterior gate key and be logged in track and trace diary</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	<p>Bike store open and one way system in operation</p> <p>Consideration given to cycle training in the spring term and pedestrian training in Autumn term socially distanced with limited numbers and limited contact with trainers</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	Limited pupils travel to school on public transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Regular timetabled disinfect / cleaning regime delivered throughout the day by site supervisor (AM) and deputy site supervisor (PM) and cleaning team between 3pm & 6pm daily in total school is disinfect / cleaned 6 times a day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Each class provided with own cleaning pack for regular throughout the day disinfecting / cleaning Each class to have access under adult supervision to Antibacterial hand gel as well as soap and water outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Cleaned as part of the daily regime timetable available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Emptied regularly throughout the day as part of the current cleaning / disinfecting regime, timetable available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Regular stock takes, daily refills of classroom cleaning materials usual supplier and hazard data sheets available for COSHH assessments Class cloths washed daily in washing machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Included in class disinfecting regime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Outdoor play equipment on a rota to ensure minimal use with regular breaks			
Shared Resources				
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	Pupils will continue to have their own daily resources in a named clear plastic wallet for easy cleaning / disinfecting and available to take to a specialist teacher if required to reduce cross contamination and minimal contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Included in the daily cleaning regime by TAs and SCOOT team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	ICT and Sports equipment on cleaning / disinfecting daily timetable Guy sports Tuesday and Friday to allow for decontamination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, water bottle, hats, coats, reading book, packaged snack, and bag	Inform parents via parentmail, FB, paper copy or phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Hand sanitizer at main door and available in staffroom and from main office Regular disinfecting of personal equipment will be maintained Limited sharing of resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	All staff aware of their responsibility for personal protection since June 1 st , will continue. Antibac disposable cloths for cleaning personal items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				

<p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Ensuring 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, these are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Clinically extremely vulnerable</p> <p>Individual risk assessments are needed and guidance must be sought</p> <p>Two personal RA's have been completed and returned to HT for review (June 2020) Two to complete (September 2020)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Clinically-vulnerable people</p> <p>Individual risk assessments are needed and guidance must be sought from Government guidelines or NY Moors H&S Department</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils</p>	<p>No supply staff required, it will be managed within school minimising contact and ensuring social distancing and good hygiene</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>PPE is in school and available for all staff who may require it including face shields, gloves and visors</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 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 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Pack from Public Health England with information</p> <p>Local Testing available appointment required or drop in at Newhaven site Results usually back within 24/36 hours</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Pupil moved to isolation area with ventilation and staff to wear appropriate PPE limited contact except in an emergency life threatening situation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>Disabled toilet to be utilised as it's the only single toilet within school to reduce disinfecting time This toilet will be utilised for specialist visitors to school as its near the entrance and thoroughly disinfected after use</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>PPE is in school and available for all staff who may require it including face shields and visors, aprons, gloves</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most</p>	<p>guidance on isolation for</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	residential educational settings.			
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	Inform all staff including Office Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	One person identified to support the person / pupil with symptoms available all day contactable anywhere in the school via phone call Information from PHE available and government guidance Track and trace diary available and timetable for conference room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Continuation of existing hand washing regime with a variety of soaps still available to reduce irritation Currently purchasing 4/5 stainless steel outdoor wash troughs to reduce waiting time to wash hands / awaiting delivery / plumbing into water / waste system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will	If a pupil is displaying symptoms we have immediately contacted parents / carers and asked then to book a test through the government website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

need to be helped by their parents/carers if using a home testing kit	Drop in available at Newhaven Site but possible queuing All tests have been completed with a few hours and results have been within 24/36 hours Guidance states school will have access to testing kits			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Staff will be informed of Test and Trace Diary of visitors to school in office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Information available from Government and PH England Availability of testing Test and Trace Health Protection Team support available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	Inform Mr Bethell immediately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	Parents to be informed of how to support school by reducing the amount of poorly pupils attending whilst adhering to schools attendance expectations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>members of their household should continue self-isolating for the full 14 days</p>	<p>tested positive for coronavirus (COVID-19) attended the school – as identified by NHS who will instruct Test and Trace to contact school Use of the school nursing team</p>			
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> <p>all rooms in school are well ventilated, windows opened daily, disinfecting regime and good personal hygiene</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>Pupils are not routinely tested for temperature although a thermometer is available to be used in conjunction with identifying other symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				

<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils Hand sanitizer available at main door, staff room and school office window</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>3 soaps available to reduce any irritation to skin No lotions, potions to be brought in from home Outdoor sinks in situ to reduce waiting times Currently: upon arrival, when using the toilet, break time prior to snacks, after using sports equipment, lunchtime prior to eating, when returning to the classroom</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>	<p>Currently 4/5 outdoor stainless steel troughs have been purchased awaiting delivery and fitting these will reduce waiting times and contact as only 2 toilets, 2 handbasins in each toilet block</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>	<p>Skin friendly skin cleaning wipes can be used as an alternative Hand sanitizer available, if used by pupils an adult must be present at all times due to high alcohol levels</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p> Tissues available in class cleaning packs and bins emptied regularly throughout the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>Part of class cleaning packs and restocked as required</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>No pedal bins in school but bins are emptied at least 4 times daily, usually 5 including the end of the school day. Liners are sealed and safely disposed of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them</p>	<p>SEND pupils have their own personal RA's which are regularly under review PPE is available for any staff who require it when working with a child that spits, bites, defecates</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Face coverings are not use in primary school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</p>	<p>PPE is not usually worn within school however is available for staff if a pupils is displaying symptoms or a child with SEND issues who spites, bites, vomit's or defecates</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care</p>	<p>safe working in education, childcare and children's social care</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Face coverings in areas where social distancing is not possible may be worn at the digression of the HT</p>	<p>As above</p> <p>Only limited pupils at present who have a personalised RA</p>			
Pupils and staff who use them are required to remove face coverings on arrival at school	Inform staff/parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Inform staff/parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, 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	Inform staff of guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Liaison with contractors essential prior to the visit/appointment Limited access for other professionals i.e. school nursing, counsellors, social workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Guidance to be placed at main school door with basket for items to be dopped off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Regular routine maintenance / servicing is currently taking place prior to school after school or on a weekend Conference room identified,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	disinfecting kit in room, diary available, dates and times must be booked in advance			
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Communication essential prior to appointment Head Teacher to attend all site meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	Diary has already been started in the office to also support Test & Trace and diary for conference room to avoid conflict	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows opened every morning as part of the daily routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Only one room within school has no regular window ventilation this will only be used for a short period of time daily max 45mins We have been informed the air conditioning unit in this room can now be utilised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Continuation of daily disinfecting routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Discuss with Air Con	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	self-closing hold open device fitted			
Mental Health / First Aid				
Anxiety about returning to school	The Link, the Junction, CAHMs and school and school based mentors available to support pupils upon return	x		
First Aid	Middays & TA's who hold an Emergency First Aid certificate will have own kit for own bubble for minor injuries One Key Worker identified for all other medical issues	x		
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
Inform / disseminate information / timetables distributed to all staff / Meetings arranged with each year group team	JS & AL	Begin W/C 13/07/20 completed 16.07.20		
Inform parents of changes via Parentmail / FB / paper copies if not on Parentmail	T B	Prior to September return date TBC		
Review current cleaning rota and adapt as required	K A & J A	17/07/20		
Timetables for staggered start, staggered break, staggered lunch, staggered collection,	J S & A L	Completed w/c 13/07/20		
Allocation of Mid days to each class/year group bubble	J S & A L	Completed w/c 17/07/20 Middays informed 01.09.20		
'Try out' new dining room to allow for 3 rotations Create new 'dining classroom' for Y6	K A	completed 10/07/20		
Price/availability/purchase/fit 4 outdoor wash troughs	K A / Plumber	Purchased 10/07 awaiting delivery Fitted 17.08.20		

Information for Nursery parents letter to be emailed to all parents prior to September start	GW – Nursery JB & SB - Rec	Sent: JULY 16TH	
Information sheet for contractors at main door	K A	Prior to September start / site meeting completed with TB	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s): Position(s):	Karen Allinson H&S, DDSL	Signature(s): Karen Allinson	
Date:	12/07/20	Review Date: Daily / ongoing	
<p>Distribution, after approval: 17/07/20 Emailed to all staff after staff meeting: 01.09.20 Discussed with staff during meetings : 01.09.20 Paper copies for: School kitchen staff, Cleaning Team, Midday Supervisors: 01.09.20 Forwarded to Galileo after each review – ongoing Add Veritau Privacy Notice in relation to Test and Trace to school website / inform Parents of its availability prior to pupils return</p> <p>Updates <u>10/08/20</u> to include the extension from 7 to 10 days isolation period as updated government guidelines state <u>14.08.20</u> Site Meeting – building work is to begin in the holidays and into September on parts of the school roof, we are given to understand this remedial work will operate independently from school – Full RA to follow from the contractor <u>17.08.20</u> Instalment of 4 outdoor steel water troughs to enable regular handwashing prior to entering / leaving the classrooms <u>01.09.20</u> staff briefing, including office staff, social distanced, one staff member on each table in large hall with full ventilation – Risk Assessment discussed with opportunities to ask questions. After discussion distributed to staff via email including two new staff members and 2 SCITT students <u>02.09.20</u> Two telephone calls to complete Personal Risk Assessments with 2 staff supervisors, typed up, discussed with HT, trial period 2 days, personal reviews one Monday, one Tuesday. <u>03.09.20</u> 3.30 review of Risk Assessment / school timetables with KS2 staff to discuss issues which have arisen led by A Ley <u>04.09.20</u> Review of Risk Assessment / school timetables with EYFS and KS1 staff to discuss any issues which have arisen, led by A Ley <u>04.09.20</u> Parent concerned at use of soap / parents prefers liquid soap discussed with KA & TB <u>04.09.20</u> After discussion 15 x 5lit antibacterial hand wash ordered, one for each class with pump dispenser (arriving 9th) and 5 automatic hand soap dispensers ordered for the outside sink. Inform cleaning staff any soap not in its best form to be binned and replaced with a fresh bar. To maintain 3 soaps, 2 antibacterial and one plain to monitor soreness of hands <u>07.09.20</u> email from parent in relation to use of soap, AL & LS to discuss with parent</p>			



Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD