

Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



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TORFAEN

RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19
Adhering to Operational guidance for schools and settings from the autumn term.

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

ASSESSMENT UNDERTAKEN BY:
Corporate Health and Safety Team and (Head Teacher)
L Perrett Head Teacher

DATE OF ASSESSMENT: August 2020

REVIEW DATE: October half term, 2020 or sooner if circumstances / guidance in relation to COVID 19 change, or circumstances at the School change

Rationale:

Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2020.

The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable

The risk assessment below outlines the additional measures that Llantarnam Community Primary school is taking in readiness to open its doors to all pupils in September, 2020, with the emphasis on younger learners being kept in separate groupings, and encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June, 2020, when the school opened and offered pupils the opportunity to “check in, catch up and prepare”

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

Identified Risks	Person at Risk	Control Measures	Further actions required	Responsible	Date	RAG
Awareness to procedures and risk	Pupil & Staff contract Coronavirus COVID-19	<ul style="list-style-type: none"> Safeguarding and health and safety policies have had additional appendix reviewed and updated where needed in light of the COVID-19 advice. https://gov.wales/coronavirus Updated appendix's of policies have been shared with relevant staff; 	Revise with Governing body Revise with staff – 1 st September	Head teacher HT and all staff.	23/06/20 -17 th July 2020	

		<ul style="list-style-type: none"> • Staff to receive guidance on actions to help minimise the spread of infection; • Staff to be made aware of the school’s infection control procedures in relation to coronavirus (refer to attachment) • The school keeps up-to-date with advice issued by local authority and Welsh Government; • Parents informed of the procedures put in place to help keep the children safe in school. Stay at home guidance https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19https://gov.wales/keep-education-safe-guidance-learning-over-summer-term <p>is made available for parents and staff to refer to and accessible on school’s website; (see attachment)</p> <ul style="list-style-type: none"> • Pupils will be taught rules for staying safe in school and what to do if they feel unwell; (see attachment – Essentials Staff) • Any cases of illness, including COVID-19 are to be treated with confidentiality. 	<p>Share this risk assessment and evaluate with all staff –</p> <p>Share updated and approve with LA Health and Safety Officer 1st September</p>		<p>29th June before opening 30th June Revised 1/9/20</p>	
<p>Implementing ‘social distancing’</p>	<p>Staff , Pupils, Parents and visitoers</p>	<ul style="list-style-type: none"> • The latest guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Signage has been displayed on the gates and entrances to the classrooms to encourage people to maintain a 2m distance from each other at all times <p>Car Park - Entry and Exit to school – drop of and pick up Drop-off and collection times are staggered to support limited numbers of students coming into contact with each other; (see structure and organosation) Parents’/carers’ drop-off and pick-up protocols are planned so that they minimise adult to adult contact; Visitors, contractors and delieveries are asked to avoid drop off and pick up times</p>	<p>Update in line with updated government guidance as required</p>	<p>HT / all staff</p>	<p>23/06/20</p>	

	<ul style="list-style-type: none">• SLT and allocated staff on duty at assembly points, gates and classrooms at the start and end of the day.• Marked 2 metre lines for parents and children to wait to be let into the internal grounds• Late pupils to report to school reception. Use intercom and 2 metre waiting lines.• 3 internal gate entrances, with all classes entering own classroom from the outside.• Staggered end of the day for classes from the three internal exits. All classes dismissed from their classroom <ul style="list-style-type: none">• Both front and back car parks will be open for parents.• Staff manning the car park will supervise parents and vehicles• Once parent to drop off and collect• Parents are asked to remain in their car until their allocated drop off time.• Parents with more than one child and different drop off times will be asked to return to their vehicle between or if appropriate to wait on the class allocated 2 metre distance lines. <p>Groupings</p> <ul style="list-style-type: none">• Class groups, sizes in line with published Welsh Government guidelines; Class bubbles of approximately 30 pupils in a classroom• Cohorts are kept together where possible and pupils remain in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; <p>In classrooms</p> <ul style="list-style-type: none">• Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;• Mixing between staff and groups of children in school is				
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		<p>minimised by</p> <p>accessing rooms directly from outside using external classroom doors one way system marked with cones and barrier tape within the street to avoid bubbles groups making contact.</p> <ul style="list-style-type: none">• Staff to ensure they maintain two metre distance from children• It will be impossible for children to maintain distance from each other however children will be encouraged to distance and to use other strategies to help prevent to spread.• School Organisation ensures class groups do not come into contact throughout the day 2 staff allocated to support covering class own break time• Classrooms and other learning environments are organised to maintain space between seats and desks where possible; (see images below)• The timetable is revised to implement where possible Plan for lessons or activities which limit movement between areas. Maximise the use of the class allocated outside space Maximum number of lessons or classroom activities which could take place outdoors;• Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere; (see images below) <p>Toilets and Cloakrooms Two toilets allocated to each class bubble. Pupils go to the toilet one at a time</p> <p>Communal Areas</p> <ul style="list-style-type: none">• Floor markings to be added to key areas to support 'social distancing' eg. Entrance and waiting areas for parents• Coned and taped down the street to operate a one way system.• Free flow of visitors into the school reception area prevented through the use of the intercom system.				
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		<p>Two metre taped lines from the reception desk put in place to support staff and visitors distancing from the office staff.</p> <p>Break and Lunchtimes</p> <ul style="list-style-type: none"> • All class groups have an allocated own outside area that can be used at anytime time • Strict timetable for breaktimes and lunch times (see below) to ensure one class using MUGA/Field/Yards / Play areas at any one time. • Lunch to be eaten in the school hall. • Canteen will offer a full hot menu and children with packed lunches will also eat in the hall. • Timetable extended over two hours to enable social distancing and class groups to be kept separate on own allocated tables and times • No more than three classes in hall to ensure social distancing and no mixing of class groups. • Lunchtime supervisors who support children to access their packed lunches and cooked dinner will have the opportunity to wear masks as social distancing will not be able to maintained. • Classes staggered times include class group own allocated place to play <p>Staffroom</p> <ul style="list-style-type: none"> • Staff breaks staggered to ensure staff can socially distance in the two staffroom areas. • Foundation Phase staff – in two groups staggered between 11:30-12:30 • Key Stage 2 staff – in two groups staggered between 12:30-13:30 <p>Large Group Gatherings will not take place</p>				
Hygiene Practices	Staff and pupils	<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times 	Update practices / protocol as required inline with guidance	HT Torfaen cleaning Staff	23/06/20	

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>
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essentials for staff

- For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;
- Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies should contact the local authority.

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Daily cleaning and sanitisation

- The whole school will be cleaned and sanitised daily.
- Touch points, frequently used and shared areas will be cleaned and sanitised during the day.

Hand washing protocols

- All staff and pupils will follow a strict handwashing regime throughout the day
- Pupils will wash their hands on arrival in the classroom, before and after eating, working or playing outside, touching/sharing resources after sneezing or coughing and before leaving school.
- They will be taught and reminded of correct handwashing – washing hands for 20seconds / singing happy birthday
- Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary;
- Support will be available for children who have trouble cleaning their hands independently eg. Foundation Phase (staff to wear PPE);
- Staff will supervise handwashing, spare paper towels and liquid soap will be available by all classroom sinks additional to the dispensers.
- Tissues will be disposed of into a designated lidded bin.

		<ul style="list-style-type: none"> • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school; • Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; <p>Other hygiene procedures</p> <ul style="list-style-type: none"> • avoid touching their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Pupils will learn through support, reminders and repetition <p>Hand sanitiser, wipes and disinfection (Milton/ foga)</p> <ul style="list-style-type: none"> • Hand sanitiser (alcohol-based sanitiser containing no less than 70% alcohol) and wipes will be available in all rooms and communal areas. • All tissues and wipes used are to be disposed of into new specifically allocated bin separate from the general waste bin. • <p>Resources, Equipment and Toys</p> <ul style="list-style-type: none"> • Shared equipment/toys will be cleaned between use Pupils and staff will be involved in wiping down shared resources. (e.g. ipads / lap tops) • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; • Each pupil have their own stationery / allocated pencil case of stationery which are wiped after use in the foundation phase. • Play equipment is cleaned between uses and not used simultaneously by different groups; • No resources are brought from home. • Soft furnishings will be removed from classes where appropriate and if remain will be sanitised daily. <p>Marking</p>				
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		<ul style="list-style-type: none"> • Staff will support and train pupils to undertake self marking as much as possible • Oral feedback will also be maximised. • Staff will only mark extended writing 72 hours after the writing activity has been undertaken. <p>Clothing</p> <ul style="list-style-type: none"> • Parents have been asked to ensure their children wear clean clothes daily • Year 6 pupils will be given their ties but not expected to wear if they can not be washed daily. • Pupils will take all clothings homw daily. • Pupils will wear PE to school on allocated days. <p>Tounch Points</p> <ul style="list-style-type: none"> • All classroom doors which are in use should be kept open to reduce the need to touch regularly; • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal – wiped down by pupils, staff in class groups and cleaning staff 12-2pm <p>Toilets</p> <ul style="list-style-type: none"> • Class groups will be allocated their own toilets • One pupil at a time to use toilets • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets; • Toilets will be sanitised during midday clean and end of a day • Bins for tissues are emptied as required and at the end of every day; <p>Ventaliation and use of outdoors</p> <ul style="list-style-type: none"> • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Learning and play will take place outside as much as possible. 				
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		<p><u>Drinking and eating</u></p> <ul style="list-style-type: none"> • Pupils will bring own snack to school. All packaging and containers will be returned to pupils bags immediately after use. • Lunch will be served by the school canteen. • Pupils will eat school lunch or packed lunch in school hall at timetabled time. They will sit with their class group and not mix with other groups • Tables will be cleaned between changes of groupings. • Pupils will not share cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Pupils will have their own labelled water bottle • Water bottles will be filled in the classroom. • Staff will help younger children fill their bottles • Water fountains will be covered and not used <p><u>First Aid, intimate care, Positive Handling</u></p> <ul style="list-style-type: none"> • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; plastic apron) whilst administering treatment; Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • All staff within class group to administer basic first aid. If a Paediatric First Aider is required staff member to phone appropriate classroom. First Aider to enter and administer first aid wearing PPE 				
Ill health and COVID symptoms	Staff and pupils	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus in relation to 'stay at home'; 	Reviewed inline with advice as required	HT / all staff	23/06/20	

		<ul style="list-style-type: none"> Any pupils who display signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the designated room to ensure social distancing is maintained and only use allocated toilet. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the student is safe; The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff; Areas used by unwell students who need to go home are thoroughly cleaned once vacated; If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; Any medication given to ease the unwell individual's symptoms, eg. paracetamol, is administered in accordance with the school's policy; <p>If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given;</p> <p>https://gov.wales/coronavirus-covid-19-educational-settings-guidance</p> <ul style="list-style-type: none"> Staff displaying symptoms leave ASAP and do not come into contact with any staff /pupils. Any areas used/touched intense sanitiser clean. If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate for 7 days. 				
Spread of infection	Staff and pupils	<ul style="list-style-type: none"> Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; (see earlier comment about bins) Students must wash their hands after they have coughed or sneezed; Parents are made aware not to bring their children to 	Staff to monitor and daily reinforced	All staff	23/6/20	

		<p>school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus;</p> <ul style="list-style-type: none"> • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19; • Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. 				
Management of infectious diseases	Staff / pupils	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/ • All class bubbles allocated a digital thermometer / PPE equipment • Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher; • Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; • 'Social distancing' measures are implemented as so far as is possible and practicable; • There are plans in place for the movement of children around the school (as above); • The timetable is adapted to stagger start / home and break and times (as above); • The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • Pupils and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school/work; • Pupils and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school but be vigilant in regard to 	Review as required in line with guidance updates	HT / staff / parents	23/06/20	

		<p>following guidance.</p> <ul style="list-style-type: none"> • Pupils living with a person in receipt of a shielding letter will not attend school as social distancing between pupils cannot be guaranteed. • Staff who live in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should follow guidance provided by OH and ensure adherence to guidance 				
Parental engagement	Parents/ pupils / staff	<ul style="list-style-type: none"> • School to notify parents re new guidance in relation to meetings and communications to safeguard students and staff, while supporting the management of infectious diseases; All meetings to take place virtually / via telephone unless not able. In these circumstances meetings to ensure only one parent in attendance, 2metre distance and hand hygiene adhered to. • one parent / carer present at collection point; • Parents are informed 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); <p>Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Site manager and SLT present out on site during drop off and pick up times to reinforce 2metre distance rules and monitor and control staggered drop off and pick ups</p>	Dynamically evaluate and review	HT/staff/ parents	23/06/20	
Building and property maintenance	Staff / pupils	<ul style="list-style-type: none"> • Headteacher /Site Manager/ Caretaker undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Any areas presenting increased risk to students and/or staff to be isolated; • Furniture removed from individual classrooms to enable social distancing to be stored in a central space and/or located in unused classrooms (within close proximity to minimise need for lifting); • Floor marking used to define transit routes and no-go 	Revised in line with updated guidance	HT / site manager	23/6/20	

		<ul style="list-style-type: none"> spaces within identified classrooms and/or areas; Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from pupils and staff can be ensured (eg. grass cutting); All contractors to make appointment with and report to site manager prior to the start of any work, which is separate to student entrance. Electric air hand driers to be isolated and paper towels provided instead <p>Desk top fans not to be used</p>				
Communication	Staff / pupils / parents	<ul style="list-style-type: none"> Students, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any <u>symptoms</u> of coronavirus; https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus Any cases of suspected coronavirus reported immediately to HT even if they are unsure updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers; Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. – arranged and led by Torfaen cleaning 	Reviewed as required in line with updated guidance	HT / all staff	23/6/20	
Partial school closure	Staff / parents / pupils	<ul style="list-style-type: none"> The school communicates with parents via dojo/email regarding any updates to school procedures which are affected by the coronavirus pandemic; Pupils working from home are assigned work to complete to a timeframe set by their teacher; Headteacher maintains plan for pupils' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school; Headteacher / class teacher ensures all pupils have access to schoolwork and the necessary reading materials at home; Headteacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements 	Review as required Dynamically risk assess – if in operation	All staff	23/6/20	

		are put in place where required.				
Emergencies	Staff / pupils	<ul style="list-style-type: none"> • First Aid <ul style="list-style-type: none"> -first aid pouch allocated to all class bubbles – all staff to administer basic first aid wearing PPE - One member of staff to fetch ice pack from staffroom as needed and wash hands on return - If a paediatric first aider required – staff member to phone appropriate staff member. Trained first aider to attend to pupil in class bubble or medical room - Accident forms completed on staff share – in TEAMS on HWB - All classbubbles to have Mr Bump forms to use as needed - Bumped heads phoned through to office / office to parents • Account for availability of trained first aiders or emergency personnel; • Provisions fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents • All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required; • Pupils’ parents/carers are contacted as soon as practicable in the event of an emergency; • Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. 	Review and update as required	All staff	23/6/20	
Safeguarding	Staff / pupils	<ul style="list-style-type: none"> • Policy and procedures revised for staff prior to increased operations – all staff clear about procedures roles & responsibilities • Urgent issues phoned through to DSP • Appropriate security arrangements on-site; • Staff rota and levels to take account for security arrangements; • All staff DBS up to date. No volunteers on site 	Revised and updated weekly during staff meetings	All staff	23/6/20	
Challenging	Staff / pupils	<ul style="list-style-type: none"> • School policy in regard to bullying, child protection to be 	Meet individual	All staff	23/6/20	

Behaviour		<p>maintaining adherence to government guidance and this assessment.</p> <ul style="list-style-type: none"> • Challenging behaviour – school to adhere to Good to be Green policy. At RED card HT/DHT informed and pupil transferred to HT office from bubble where parents to be called (2 metre distancing / appropriate hygiene procedures to be maintained) • Pupils who require a PHP/individual risk assessment – parents to meet with HT/DHT to review and update with consideration to adherence to safe practices • Adequate supervision levels in place to support staff and pupils – 2 staff – 8 pupils • Groups organised so that staff familiar with pupils • Consideration of appropriate placement of student for their care, or to meet their needs / friendships in order to enhance pupil wellbeing 	<p>parents to update individual risk assessments / positive handling plans as required.</p> <p>Ongoing dynamic risk assessment</p>	SLT/ HT		
Breakfast Club	School resources Pupils staff	<ul style="list-style-type: none"> • School to publish Distance Learning guidance to all staff and governors; • School to update Homeworking Policy where applicable for all staff, especially those who are working remotely • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning <ul style="list-style-type: none"> - signed in regards to responsibility of staff and acceptable user policy for parents • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts • Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning; 	SLT Review and evaluate weekly / adjust accordingly	Head Teacher / SLT	3 rd -14 th September	

		<ul style="list-style-type: none"> Line managers to maintain regular contact with staff who are working remotely; Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 				
Additional Provision	Staff, pupils, visitors	<p>Breakfast club</p> <ul style="list-style-type: none"> Breakfast club will not operate until a site specific risk assessment has been undertaken and necessary arrangements put in place. We plan to put this in place and open if safe to do so Monday 14th September <p>Extra-Curricular Clubs</p> <ul style="list-style-type: none"> To avoid the crossing of class groups extra curricular clubs will not run for the first half term when this will be evaluated in relation to the most up to date guidance. <p>Child Care Provision</p> <ul style="list-style-type: none"> HT will undertake a risk assessment with individual provisions before they operate in school. 	Evaluate as required	HT / SLT	3 rd -14 th September	
Toilets	Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVID 19	<ul style="list-style-type: none"> Class groups will be allocated their own toilets Communal toilets – staff and hall will be sanitised during midday clean and the end of the day Staff will wipe down staff toilets after use All toilets will have dispensers with soap and spares to fill Dryers will be switched off in all toilets Hand towels and spares will be allocated to all toilets Bins with lids will be provided for all toilets. 	Ongoing monitoring and evaluation with cleaning team	HT/ SLT	Throughout July 2020 September 2020	
Snack Time and drinks	Pupils staff	<p>Snacks</p> <ul style="list-style-type: none"> No snacks will be provided by school. Parents will supply a healthy snack Containers and food bags will be returned by the pupils immediately after use to own bags in cloakroom All children will wash their hands for 20 seconds before and after eating and drinking. Table surfaces will be cleaned after eating and drinking. No shared cutlery or cups for staff and children. 	Ongoing monitoring and evaluation	HT/ SLT	Throughout July 2020 September 2020	

		<p>Drinks</p> <ul style="list-style-type: none"> • Pupils will have their own labelled water bottle • Water battles will be filled in the classroom. • Staff will help younger children fill their bottles • Water fountains will be covered and not used 				
Outdoor Play Equipment	Pupils and staff	<ul style="list-style-type: none"> • Arrangements will be made to clean the outdoor play equipment regularly. • Play will be supervised 	Ongoing monitoring and evaluation	HT/ SLT	Throughout July 2020 September 2020	
Use of School Halls		<ul style="list-style-type: none"> • The hall will be timetabled to individual classes for a morning and afternoon session and cleaned between use. • The hall will be used by the canteen to serve lunch and for the pupils to eat packed and hot lunches. • Pupils will sit with their class group and not mix with other groups • Tables and areas will be cleaned between use. 	Ongoing monitoring and evaluation	HT/ SLT	September 2020	
Isolation Rooms / toilet facilities	Pupils Staff Visitors	<ul style="list-style-type: none"> • Pod next to the entrance to the street will be labelled as the isolation pod. • It will be stripped of excess equipment. • It will only be used to house a pupil/staff member who presents with symptoms until they can be taken from site • Staff will only enter with full PPE • The room will be deep cleaned and sanitised after use. • A labelled toilet near the pod will be identified as the isolation toilet. • It will only be accessed by a pupil/staff member displaying symptoms and will have enhanced sanitisation clean before being used. • In the case of multiple cases other pods and toilets will be allocated and cordoned off after use until an enhanced sanitisation clean is undertaken. 	Ongoing monitoring and evaluation	HT/ SLT	Throughout July 2020 September 2020	
Reception/Office Area	The office staff could be exposed to the virus	<ul style="list-style-type: none"> • The office tables are at least 2 metres apart. • Staff will not be permitted to enter the office area. • The office window will be used where necessary to support distancing • Hand sanitiser will be available in the school reception and office • Visitors will use the intercom to gain entry to the reception area. 	Ongoing monitoring and evaluation	HT/ SLT	Throughout July 2020 September 2020	

		<ul style="list-style-type: none"> • One visitor at a time will be allowed in the area. • Meeting with staff and HT will only be undertaken via pre arranged appointments. • Parents will be encouraged to conduct their business over the telephone or electronically. • There will be clear signage that encourages people not to enter the reception area unless told to do so. • Regular cleaning of all contact points by cleaners and caretaker. • Visitors encourages to use the alcohol sanitiser before signing anything. • KB/ MP & RB to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; • Any areas presenting increased risk to students and/or staff to be isolated; 				
Staffrooms	A communal area could be a cause of spreading the virus	<ul style="list-style-type: none"> • Staff break and lunch times will be staggered to support social distancing in staff rooms • Two rooms – main staff room and PPA room will be used as staffrooms • Staffrooms will be wiped and sanitised during midday clean and end of the day. • Staff will have thie rown allocated mugs, cutlry, plates and dishes and will wash them after use. • Staff wwill ensure they maintain 2metres distance from other staff. • Staff will not share cups or cutlery and should try to bring their own or wash up the utensils in hot soapy water as soon as they have been used rather than use the dishwasher. • Staff must not make food or drinks for other staff. • Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible. • Contact points in the staffroom will be regularly cleaned. • Handwashing and antibacterial soap needs to be available at all times in the staffroom. 				
Visotirs including Education	Pupils, staff, visitors	<ul style="list-style-type: none"> • All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from 	Ongoing monitoring &	HT / SLT - office	July 2020 September	

Professionals and Contractors Medical practitioners		<p>students and staff can be ensured (eg. grass cutting);</p> <ul style="list-style-type: none"> All contractors to report to reception prior to the start of any work, which is separate to student entrance. All visitors will make a prior appointment and meet with a member of the SLT who will agree COVID-secure procedures and practices before entering the main school Risk assessment and COVID secure arrangements will be undertaken with all medical professionals before working on site 	evaluation		2020	
Intimate care Toileting policy Pupils with medical needs		<ul style="list-style-type: none"> Staff undertaking intimate care as per care plan will do so wearing PPE Staff identified as high risk will not undertake intimate care Staff will wear full PPE when undertaking intimate care PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders. The need for use will be explained to the pupil. Staff will not touch their mouths or faces during. Staff will dispose of PPE after use and wash hands thoroughly. 	Ongoing monitoring & evaluation	HT / SLT - office	September 2020	
Physical Intervention Positive handling Children demonstrating Challenging Behaviour	Having close contact with a pupil could cause the virus to spread	<ul style="list-style-type: none"> Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans. Arrangements will be made with parents to support PHP to prevent positive handling have to be undertaken Staff will wear full PPE when undertaking positive handling. PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders. The need for use will be explained to the pupil. Parents and children to be given a debrief when appropriate following the positive handling. Staff not to touch their faces until they have washed their hands. Staff will dispose of PPE appropriately and undertake correct handwashing. 	Ongoing monitoring & evaluation	HT / SLT - office	September 2020	

APPENDIX 2 - Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

