

<b>Educational Setting</b>	<b>St Mary and St Peter Catholic Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Jade Block 1 <sup>st</sup> September 2020
<b>Review Date</b>	<b>11<sup>th</sup> September 2020</b>

**This Model Risk Assessment should be used and modified to suit the school setting**

<b>What are the hazards?  Who might be harmed?</b>	<b>Risk controls</b>	<b>Further guidance/notes</b>	<b>Actioned by who?</b>	<b>Date required</b>	<b>Complete? Date completed</b>
Prevention	<ul style="list-style-type: none"> <li>• minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>• <a href="#">clean hands thoroughly more often than usual</a></li> <li>• ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• <a href="#">introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></li> <li>• <a href="#">minimise contact between individuals and maintain social distancing wherever possible</a></li> <li>• <a href="#">where necessary, wear appropriate personal protective equipment (PPE)</a></li> </ul>	<ol style="list-style-type: none"> <li>1. Isolation room created and staff trained to look after pupils waiting for collection. PPE available for staff when doing this.</li> <li>2. To have sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations. Ensure wash basins available/in good working order in all class rooms.</li> </ol>	All staff	3/9/20	Done - 1/9/20

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		3. Cleaning products available for all class rooms.			
<a href="#">Response to any infection</a>	<ul style="list-style-type: none"> <li>engage with the <a href="#">NHS Test and Trace process</a></li> <li>manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>contain any outbreak by following local health protection team advice</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff know what is required of them.</li> </ul>	All staff  HOS	3/9/20  3/9/20	Done 1/9/20
Contingency planning for a further outbreak	<ul style="list-style-type: none"> <li>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. Must have contingency plan for this eventuality.</li> </ul>	<ul style="list-style-type: none"> <li>Contingency plan – Google Class room set up for all year groups 2 – 6. And tapestry for N, YR and Y1.</li> <li>Blended learning approach utilising Google Meet where necessary.</li> </ul>	Office staff	3/9/20	
Social Distancing in school – staff and pupils	<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>Staff to enter school building/porch one at a time allowing for staff to sign in using non-contact system.</li> <li>Each classroom to be a ‘bubble’ and not mix with other bubbles.</li> </ul>	<ul style="list-style-type: none"> <li>Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>SLT checks to ensure this is adhered to.</li> </ul>	All staff  Teaching staff/staff in allocated groups	By 3/9/20	Done 1/9/20  Done

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	<ul style="list-style-type: none"> <li>All classrooms (bubbles) to accommodate a maximum of their class number of pupils on roll, 1 teacher and 2 TAs.</li> <li>Class furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible.</li> <li>Secure any rooms / facilities not required and / or not in use - clean any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> <li>Lines 2m apart on playground for children to line up when entering the class room after break/lunchtime</li> <li>Lines 2m apart at external door pick up points for parents to collect</li> <li>Staff room to be relocated to the school hall due to the large space to accommodate staff.</li> <li>Staff must clean down the table and chair where they have sat before they leave, using products provided.</li> <li>Corridors to have tape and arrows down the centre to ensure pupils and staff keep to one side.</li> <li>One-way system put in place down the pastoral corridor.</li> <li>One-way system put in place around the outside of the school for parents to follow during drop off and pick up.</li> </ul>	<ul style="list-style-type: none"> <li>Desks arranged so that pupils face the front where appropriate for age and activity.</li> <li>EYFS to form one bubble</li> <li>Each bubble to have small units of first aid equipment for less urgent incidents. PPE equipment for each class in case of a pupil displaying Covid-19 symptoms.</li> </ul>	<p>Teaching staff/staff in allocated groups</p> <p>KL/Cleaning staff</p> <p>KL</p> <p>KL</p> <p>JB/MU</p> <p>KL</p>	<p>By 3/9/20</p> <p>By 3/9/20</p> <p>By 3/9/20</p> <p>3/9/20</p> <p>3/9/20</p> <p>3/9/20</p>	<p>Done 1/9/20</p> <p>Done</p> <p>Done</p> <p>Done</p>

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	<ul style="list-style-type: none"> <li>• Photocopier room can admit one person only – room to be left open when busy for person to be detected and closed when vacant. A sign to be placed on the door. Hand sanitiser to be used before and after use. Staff to clean down the photocopier keypad before and after use with products provided.</li> <li>• First aid space – only 1 adult with child to be admitted except in emergency situations.</li> <li>• Signage displayed to remind staff and pupils about SD and hygiene rules.</li> </ul>		<p>SC</p> <p>SC</p>	<p>3/9/20</p> <p>3/9/20</p>	<p>Done</p> <p>Done</p>
<p>Cleaning of school site</p>	<ul style="list-style-type: none"> <li>• A deep clean of the whole school in the summer before the staff and children return.</li> </ul> <p>More frequent cleaning procedures should be in place across the site at different points throughout the day by staff (break and lunch time), and at the end of each day by cleaners, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates,</li> </ul>	<ul style="list-style-type: none"> <li>• If someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean by Little Gems and caretaker.</li> </ul>	<p>KL and cleaning staff</p> <p>KL and cleaning staff</p> <p>Also teaching staff throughout the day</p>	<p>By 1/9/20</p> <p>By 1/9/20</p>	<p>2/9/20</p>

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	<ul style="list-style-type: none"> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, tables, door handles</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>● All classrooms have cleaning products to ensure cleaning can take place throughout the day where needed.</li> <li>● Staff to clean their area (table and chair) after their break.</li> <li>● All soft furnishings must be cleaned or sprayed with cleaning product at end of day where possible.</li> <li>● Cleaning staff will ensure a thorough clean at the end of each day ready for the pupils and staff to be in the next day.</li> <li>● Children to be allocated the same desk each day where possible.</li> <li>● Children to be given their own pack of equipment to use each day where possible.</li> <li>● Signing in app contactless to avoid touching</li> <li>● Wooden play equipment and outdoor gym in main playground to be cordoned off and not used.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: <a href="#">cleaning of non-healthcare settings guidance.</a></li> </ul>	<p>Teaching staff</p> <p>KL and cleaning staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching team</p>	<p>On a daily basis</p> <p>On a daily basis</p> <p>On a daily basis</p> <p>1/9/20</p>	<p>3/9/20</p> <p>3/9/20</p> <p>Done</p>

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	<ul style="list-style-type: none"> <li>Where wooden play equipment is used in the nursery playground – pupils must wash their hands afterwards.</li> </ul>		Teaching team	On a daily basis	
Lunchtime Catering facilities	<ul style="list-style-type: none"> <li>Our catering provider will provide the food each day but will not be serving from the school hall. Food will be put into boxes and sent to each class room for children to eat in their class each day.</li> <li>Dinner server and dinner delivery staff (JG) to wear gloves at all times.</li> <li>Dinner delivery staff (JG) to leave food on tray outside of class room and not enter the bubble.</li> <li>Only Dinner server and dinner delivery staff to have access to the kitchen at all times.</li> <li>Staggered lunch times to support time needed for food delivery to each class.</li> </ul>	<ul style="list-style-type: none"> <li>All staff should bring a packed lunch</li> <li>Where the hall is used to provide catering, a maximum of 1 class is allowed.</li> </ul>	JG and SLT	Daily	3/9/20
Fire Safety	<ul style="list-style-type: none"> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing where possible, when at the evacuation point.</li> <li>Personal Emergency Evacuation Plan (PEEP) will be discussed with certain individuals.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill to take place within first 2 weeks of opening</li> <li>Review Fire Safety Plan with regards evacuation areas and how this can be achieved with whole school.</li> </ul>	KL/ HOS  HOS	Daily  By 3/9/20	Done

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<p>Access of school building</p>	<ul style="list-style-type: none"> <li>• Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>• Wipes and sanitiser available at doors.</li> <li>• Increased cleaning of handles and touch plates throughout day.</li> <li>• Drop off and collection times staggered for each year group.</li> <li>• Entrance can remain propped open to eliminate frequent touching of door handle.</li> <li>• Non touch signing in app.</li> </ul>	<ul style="list-style-type: none"> <li>• School staggered arrival arrangement to reduce congestion.</li> <li>• Priority must be given to disabled users and those identified as having health related issues</li> <li>• Relevant guidance to parents on drop off and pick up arrangements stated in letter.</li> <li>• Signs displaying advice</li> </ul>	<p>Teaching staff</p> <p>KL</p> <p>Teaching staff</p> <p>HOS</p>	<p>Daily</p> <p>Daily</p>	<p>Done 1/9/20</p> <p>Done – 15/7/20 JB</p>
<p>Carrying out First Aid</p>	<ul style="list-style-type: none"> <li>• Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is</li> </ul>	<ul style="list-style-type: none"> <li>• All staff training is now up to date as of July 2020.</li> </ul>	<p>Office/ SENCo / HOS</p>	<p>3/9/20</p>	<p>Done</p>

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	<p>maintained and the school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>• Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> <li>• Each class room to have PPE in bags provided for staff that need to attend to First Aid. To be disposed of once used in bag provided.</li> <li>• One main First Aider per group</li> <li>• Paediatric first aider is available on site for Nursery and Reception children</li> </ul>		<p>Office/ SENCo</p> <p>SENCO</p> <p>Office</p> <p>SENCo</p>	<p>3/9/20</p> <p>3/9/20</p> <p>3/9/20</p>	
<p>Waste</p>	<ul style="list-style-type: none"> <li>• Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>• Bins should be emptied daily.</li> <li>• Bins to have swing lids.</li> <li>• Waste such as tissues used by a person with symptoms must be double bagged and left for 72 hours outside before being put in the outside waste bin.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	<p>KL/Cleaning staff</p> <p>Office</p>	<p>Daily</p> <p>3/9/20</p>	<p>Done.</p> <p>Done.</p>

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Break/Lunch times	<ul style="list-style-type: none"> <li>Stagger breaks/lunchtimes to achieve the social distancing.</li> <li>All staff to make tea/coffee in staff room and leave, to go to the hall.</li> <li>Only two people in the 'usual staffroom' to make drinks at one time.</li> <li>Staff room moved to the hall due to large space, to avoid staff mixing in the same small area.</li> <li>Cleaning products provided in allocated areas for staff to clean down after each use.</li> </ul>		<p>HOS</p> <p>HOS</p> <p>All staff</p>	Daily	Done. 1/9/20
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> have a risk assessment that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, have a risk assessment completed to identify any suitable control measures that are in place before returning to work/school.</li> </ul>	<ul style="list-style-type: none"> <li>Individual care plans reviewed in light of COVID.</li> </ul>	<p>HOS</p> <p>SENCo/PB</p>	<p>1/9/20</p> <p>1/9/20</p>	Done. 1/9/20
Contractors	<ul style="list-style-type: none"> <li>All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Reminded to adhere to social distancing measures and sanitising. Asked to read signage.</li> </ul>	Office	Daily.	

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	<ul style="list-style-type: none"> <li>To use contactless signing in system</li> </ul>	<ul style="list-style-type: none"> <li>Contractors will be asked if they have displayed any symptoms of COVID.</li> </ul>	Office	Daily	Done.
Property Compliance	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	KL	Daily	
Hygiene	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands upon arrival, following breaks, before meals and following the use of toilets.</li> <li>Hand sanitiser up on main staff entrance/exit door</li> <li>Posters to be in eye sight of children to see with guidance to maintain good hygiene</li> <li>Windows opened daily to increase ventilation in all classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>All visitors will be asked to adhere to hygiene controls.</li> </ul>	KL  Teaching staff  KL  Office	Daily for all.  3/9/20	Done. 1/9/20

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	<ul style="list-style-type: none"> <li>Wipes and spray must be available in all rooms – porch, toilets, staff rooms, offices and class rooms.</li> </ul>				
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> 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.</li> <li>For further advice and guidance, you should contact your competent Health &amp; Safety Adviser.</li> <li>When PHE are notified of a positive case of COVID19 in a setting, they will provide information and advice to that setting to support them in implementing appropriate infection prevention and control measures to prevent further spread of the disease. The single point of contact for PHE setting related queries will be <b>eoe.crc@phe.gov.uk</b> or <b>0300 303 8537</b>.</li> </ul>	Norfolk Local Outbreak Management Centre 01603 223219 and <a href="mailto:phnorfolkomc@norfolk.gov.uk">phnorfolkomc@norfolk.gov.uk</a>	HOS	3/9/20	Done. 1/9/20
Pupil displays Covid-19	<ul style="list-style-type: none"> <li>Move child to the medical room and contact parents to collect immediately</li> <li>Clean the area that child sat using PPE</li> <li>Parent to book test</li> </ul>	<ul style="list-style-type: none"> <li>PPE should be worn by staff caring for the child while they await</li> </ul>	Teaching staff Office	Daily.	

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<p>related symptoms</p>	<ul style="list-style-type: none"> <li>• Pupil not to come to school for at least 10 days unless test returns negative.</li> <li>• Rest of household advised to isolate for 14 days or once a negative test has been confirmed.</li> <li>• If pupil test is positive, advice obtained from PHE to consider if bubble will be sent home and unable to come into school for 14 days.</li> </ul>	<p>collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <ul style="list-style-type: none"> <li>• Remind parent to contact 119 by phone or <a href="#">NHS online</a></li> <li>• <a href="mailto:eoecrc@phe.gov.uk">eoecrc@phe.gov.uk</a> or 0300 303 8537</li> </ul>	<p>HOS</p>	<p>Daily.</p>	
<p>Member of staff displays Covid-19 related symptoms</p>	<ul style="list-style-type: none"> <li>• To send member of staff home immediately</li> <li>• Ensure member of staff gets tested</li> <li>• Clean area that member of staff sat using PPE</li> <li>• Double bag any tissue etc that member of staff used</li> <li>• If member of staff tests positive - check with PHE, but rest of bubble unable to come into school for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to use portal to agree test for staff members <a href="mailto:covidtesting@n.nhs.uk">covidtesting@n.nhs.uk</a> or 01603 647900</li> <li>• <a href="mailto:eoecrc@phe.gov.uk">eoecrc@phe.gov.uk</a> or 0300 303 8537</li> </ul>	<p>Office/HOS</p>	<p>Daily</p>	

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<p>Administrative Staff</p>	<ul style="list-style-type: none"> <li>• Staff to stay allocated to their individual desks and ensure barrier across door to allow school office to function by stopping people freely walking in.</li> <li>• Teaching staff to use class telephone rather than go to the office.</li> <li>• Letter to parents to explain that if they need to contact the office, this is done by email, telephone or put letters/items in large post box on school gate where possible.</li> </ul>		<p>HOS/Office</p> <p>Office</p>	<p>3/9/20</p> <p>Daily. Daily.</p>	<p>Done. 1/9/20</p> <p>Done 15/7/20</p>
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>• Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>• Individual PPE to be placed in bags allocated in each class room for immediate access if required. Once used these must be disposed of in the bag provided.</li> </ul>	<ul style="list-style-type: none"> <li>• After removing plastic gloves, thorough handwashing should take place.</li> </ul>	<p>HOS</p> <p>Office.</p>	<p>1/9/20</p> <p>3/9/20</p>	<p>Done 1/9/20</p>





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<p>Pupil travel</p>	<ul style="list-style-type: none"> <li>Parents and pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times.</li> <li>Refer to guidance on safe travel, particularly on public transport.</li> <li>Read the Coronavirus (COVID-19): safer travel guidance for passengers</li> </ul>	<p>Read the Coronavirus (COVID-19): <a href="#">safer travel guidance for passengers</a></p> <ul style="list-style-type: none"> <li>Pupils will be advised how best to remove face coverings if worn on arrival at school (i.e. after using public transport). Pupils must not touch the front of their face when removing them and follow hygiene cleaning controls as stated above.</li> </ul>	<p>SLT</p>	<p>3/9/20</p>	<p>Done</p>
<p>Principles shared with staff and displayed in staff areas</p>	<ul style="list-style-type: none"> <li>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.</li> <li>Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> </ul>	<p>Shared with staff via email.</p> <p>Printed and displayed</p> <p>Reminded of these frequently in meetings and communication.</p>	<p>ALL</p>	<p>1/6/20</p>	<p>Done. 21/05/20</p>

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	<ul style="list-style-type: none"> <li>• Use the 'catch it, bin it, kill it' approach.</li> <li>• Avoid touching your mouth, nose and eyes.</li> <li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</li> <li>• Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.</li> <li>• Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters • Prevent your class from sharing equipment and resources (like stationery).</li> <li>• Keep your classroom door and windows open if possible for air flow.</li> <li>• Limit the number of children from your class using the toilet at any one time.</li> </ul>				

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	<ul style="list-style-type: none"> <li>• Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.</li> <li>• Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take</li> </ul>				
<p>Communication</p>	<ul style="list-style-type: none"> <li>• Tell pupils, parents, carers or any visitors, such as suppliers, not to come to school if they are displaying any symptoms of coronavirus (they should follow the COVID-19: guidance for households with possible coronavirus infection).</li> <li>• Tell parents that if their child needs picking up, only one parent should attend.</li> <li>• Tell parents 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).</li> <li>• Make 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).</li> <li>• Ensure pupils are aware of recommendations on transport to and from school (including avoiding peak</li> </ul>	<ul style="list-style-type: none"> <li>• SLT member in a high vis jacket is present at the start and end of day on most days to ensure parents are adhering to guidance and provide further clarification.</li> </ul>	<p>Office/SLT</p>	<p>3/9/20</p>	<p>Done 15/7/20</p>

What are the hazards?  Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
	times). Read the Coronavirus (COVID-19): <a href="#">safer travel guidance for passengers.</a>				
Learning outside the classroom (day trips, etc.)	<ul style="list-style-type: none"> <li>• keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>• Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments carried out by member of staff before each visit</li> </ul>	Teaching staff	Before trips	
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> <li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all external risk assessments have been reviewed in advance of a start date.</li> </ul>	Teaching staff and HOS	Before trips	
Physical activity	<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>• Pupils should be kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>• PE leader to review practice with SLT within first 2 weeks.</li> </ul>	LR and SLT	15/9/20	

What are the hazards?  Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
Signage	<ul style="list-style-type: none"> <li>What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	<ul style="list-style-type: none"> <li>Hygiene and safety notices are displayed prominently around the school.</li> <li>Signage will need to be revamped for September to ensure it hasn't become wallpaper.</li> </ul>	SLT	3/9/20	

### Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- 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](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 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](#)