

Educational Setting	St Mary and St Peter Catholic Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Jade Block 12 th April 2021
Review Date	16th April 2021

What are the hazards? Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
Prevention	<ul style="list-style-type: none"> • 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. • clean hands thoroughly more often than usual • ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • minimise contact between individuals and maintain social distancing wherever possible • where necessary, wear appropriate personal protective equipment (PPE) 	<ol style="list-style-type: none"> 1. Isolation room created and staff trained to look after pupils waiting for collection. PPE available for staff when doing this. 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. 3. Cleaning products available for all class 	All staff	8/3/21	Done – 1/3/21

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		rooms, offices and communal spaces			
Response to any infection	<ul style="list-style-type: none"> • engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID-19) amongst the school community • contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> • Ensure all staff know what is required of them. 	All staff HOS	8/3/21 8/3/21	Done 1/3/21
Contingency planning for a further outbreak	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. • Remote learning strategy to be followed 	<ul style="list-style-type: none"> • Contingency plan – Google Class room set up for all year groups 2 – 6. And tapestry for N, YR and Y1. • Blended learning approach utilising Google Meet where necessary. 	SLT and Teaching staff	8/3/21	Done 1/3/21
Social Distancing in school – staff and pupils	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible. • Staff to enter school building/porch one at a time allowing for staff to sign in using non-contact system. • TA to enter class rooms by external classroom doors • Each classroom to be a ‘bubble’ and not mix any pupils with pupils from other bubbles. 	<ul style="list-style-type: none"> • Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • SLT checks to ensure this is adhered to. • Desks arranged so that pupils face the front 	All staff Teaching staff/staff in allocated groups	By 8/3/21	Done Updated 22/3/21 Done

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	<ul style="list-style-type: none"> • All classrooms (bubbles) to accommodate a maximum of their class number of pupils on roll, 1 teacher and 2 TAs. • Class furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible. • 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. • Lines 2m apart on playground for children to line up when entering the class room after break/lunchtime • Lines 2m apart at external door pick up points for parents to collect • Staff room to be in the EYFS office, Hall and Library, as well as the staff room to allow for social distancing. Only a max of 2 people at a time in main side of staff room and 1 at the work station end. • Staff must clean down the table and chair where they have sat before they leave, using products provided. • Corridors to have tape and arrows down the centre to ensure pupils and staff keep to one side. • One-way system put in place down the pastoral corridor. 	<p>where appropriate for age and activity.</p> <ul style="list-style-type: none"> • EYFS to form one bubble • 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. • Year 5 and 6 to use the main playground gates at drop off and pick up to reduce congestion near year 1 and 2 classrooms. Must follow the arrows and use the gate allocated for entering. 	<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>8/3/21</p>	<p>Done 1/3/21</p> <p>Done</p> <p>Done</p> <p>Done Updated 22/3/21</p> <p>Done</p>

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<p>Cleaning of school site</p>	<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"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, tables, door handles ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. <ul style="list-style-type: none"> ● All classrooms have cleaning products to ensure cleaning can take place throughout the day where needed. ● Staff to clean their area (table and chair) after their break. ● All soft furnishings must be cleaned or sprayed with cleaning product at end of day where possible. 	<ul style="list-style-type: none"> ● If an outbreak or bubble closure due to someone testing positive with covid-19, then any area/room they have accessed should be secured and then undergo a thorough clean by Little Gems and caretaker. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	<p>KL and cleaning staff</p> <p>KL and cleaning staff</p> <p>Also teaching staff throughout the day</p> <p>Teaching staff</p> <p>KL and cleaning staff</p> <p>Teaching staff</p>	<p>By 8/3/21</p> <p>On a daily basis</p>	<p>Done 1/3/21</p> <p>1/3/21</p>

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	<ul style="list-style-type: none"> ● 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. ● Children to be allocated the same desk each day. ● Children to be given their own pack of equipment to use each day where possible. ● Signing in app contactless to avoid touching ● Wooden play equipment and outdoor gym in main playground to be cordoned off and not used. ● Where wooden play equipment is used in the nursery playground – pupils must wash their hands afterwards. ● Pupil toilets to be cleaned regularly throughout day ● Staff toilets to be cleaned by staff after each use 	<ul style="list-style-type: none"> ● Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: cleaning of non-healthcare settings guidance. 	<p>Teaching staff</p> <p>Teaching team</p> <p>Teaching team</p>	<p>On a daily basis</p> <p>On a daily basis</p> <p>5/3/21</p> <p>On a daily basis</p>	<p>1/3/21</p> <p>Done</p> <p>1/3/21</p>
Breakfast Club	<ul style="list-style-type: none"> ● Pupils from individual year group allocated on the same table. No mixing from other classes. ● Tables spaced out in the hall to allow for distancing between year groups. ● External door open to allow for ventilation. ● Staff to wear full PPA when delivering food. ● Maximum of 15 pupils at one time in breakfast club. 	<ul style="list-style-type: none"> ● Breakfast club guidance 	Breakfast club team	8/3/21	Done 3/3/21

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<p>Afterschool Club</p>	<ul style="list-style-type: none"> • Pupils to not mix with other bubbles. • Afterschool club to be held outside where possible if weather permitting. • External hall door open to allow for ventilation if hall used. • Maximum of 15 pupils at one time. 	<ul style="list-style-type: none"> • 	<p>HOS/PB</p>	<p>12/4/21</p>	<p>12/4/21</p>
<p>Lunchtime Catering facilities</p>	<ul style="list-style-type: none"> • 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 (Years 2 – 6). • Dinner server and dinner delivery staff (JG) to wear gloves, apron and mask at all times. • Dinner delivery staff (JG) to leave food on tray outside of class room and not enter the bubble. • Only Dinner server and dinner delivery staff to have access to the kitchen during lunch time. • Staggered lunch times to support time needed for food delivery to each class. • Year R and Year 1 to eat dinner in the school hall – all staff that assist with their food must wear a face mask and gloves. 	<ul style="list-style-type: none"> • All staff should bring a packed lunch and flask for hot drink where possible • Where the hall is used to provide catering, a maximum of 2 class' are allowed. 	<p>JG and SLT</p>	<p>Daily</p> <p>8/3/21</p>	<p>Done.</p> <p>1/3/21</p> <p>Done</p> <p>1/3/21</p>

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<p>Fire Safety</p>	<ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • 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. • Personal Emergency Evacuation Plan (PEEP) will be discussed with certain individuals. 	<ul style="list-style-type: none"> • Review Fire Safety Plan with regards evacuation areas and how this can be achieved with whole school. 	<p>KL/ HOS</p> <p>HOS</p>	<p>Daily</p> <p>By 8/3/21</p>	<p>Done</p> <p>1/3/21</p>
<p>Access of school building</p>	<ul style="list-style-type: none"> • Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at internal and external doors. • Increased cleaning of handles and touch plates throughout day. • Drop off and collection times staggered for each year group. • Entrance can remain propped open to eliminate frequent touching of door handle. • Non touch signing in app. • Visitors to school to wear a mask/visor • No parent to come into foyer – to call the school to discuss any matters instead 	<ul style="list-style-type: none"> • School staggered arrival arrangement to reduce congestion. • Priority must be given to disabled users and those identified as having health related issues • Relevant guidance to parents on drop off and pick up 	<p>Teaching staff</p> <p>KL</p> <p>Teaching staff</p> <p>HOS</p>	<p>Daily</p> <p>Daily</p> <p>8/1/21</p>	<p>Done 1/3/21</p> <p>Done – 1/3/21</p>

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	<ul style="list-style-type: none"> Only essential visitors allowed on site (Health/education). TA to arrive to classrooms via external classroom doors 1 staff member in foyer at a time 	<p>arrangements stated in letter.</p> <ul style="list-style-type: none"> Signs displaying advice 			Done 1/3/21
Carrying out First Aid	<ul style="list-style-type: none"> 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 maintained and the school suitably stocked with first aid sundries. 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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 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. One main First Aider per group Paediatric first aider is available on site for Nursery and Reception children 	<ul style="list-style-type: none"> All staff training is now up to date as of July 2020. 	<p>Office/ SENCo / HOS</p> <p>Office/ SENCo</p> <p>SENCO</p> <p>Office</p> <p>SENCo</p>	8/3/21	<p>Done 1/3/21</p> <p>1/3/21</p>

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<p>Waste</p>	<ul style="list-style-type: none"> 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 Bins should be emptied daily. Bins to have swing lids. 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. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	<p>KL/Cleaning staff</p> <p>Office</p>	<p>Daily</p> <p>8/3/21</p>	<p>Done. 1/3/21</p> <p>Done.</p>
<p>Break/Lunch times</p>	<ul style="list-style-type: none"> Stagger breaks/lunchtimes to achieve the social distancing. School field divided into three sections. Extra staffing to help supervise and ensure safety – Go Geronimo. All staff to make tea/coffee in staff room (if not using flask which is what is advised) and leave, to go to their allocated staff room – library, EYFS office or hall. Only 2 people in the ‘usual staffroom’ at one time and 1 down the computer end at one time. Staff room moved to the hall due to large space and library to avoid staff mixing in the same small area. Staff can also remain in their own classroom or go outside for their breaks. Cleaning products provided in allocated areas for staff to clean down after each use. 	<p>Break outside play: Y1&6 10 – 10.15 Y3&5 10.20 – 10.35 Y2&4 10.40 – 10.55</p> <p>Lunch outside play: Y 3&4 – 11.30 – 12 Y 1&5 – 12 – 12.30 Y2&4 – 12.15 – 12.45</p>	<p>HOS</p> <p>HOS</p> <p>All staff</p>	<p>Daily</p> <p>8/3/21</p>	<p>Done. 1/3/21</p> <p>Done 1/3/21</p> <p>Done 1/3/21</p>

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Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> have been advised to work from home. 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. Any staff who are age 60 or over to have a risk assessment 	<ul style="list-style-type: none"> Individual care plans reviewed in light of COVID. 	HOS SENCo/PB	8/3/21	Done. 1/3/21 Done. Dec 21
Contractors	<ul style="list-style-type: none"> 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>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. To use contactless signing in system Contact details taken for Test and Trace 	<ul style="list-style-type: none"> Reminded to adhere to social distancing measures and sanitising. Asked to read signage. Contractors will be asked if they have displayed any symptoms of COVID. 	Office Office	Daily. Daily	Done 1/3/21
Property Compliance	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and 	KL	Daily	Ongoing

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		appropriate steps are in place to ensure the safety of all building occupants.			
Hygiene	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. 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. Hand sanitiser up on main staff entrance/exit door Posters to be in eye sight of children to see with guidance to maintain good hygiene Windows opened daily to increase ventilation in all classrooms. Wipes and spray must be available in all rooms – porch, toilets, staff rooms, offices and class rooms. 	<ul style="list-style-type: none"> All visitors will be asked to adhere to hygiene controls. Children reminded of hygiene rules in an appropriate lesson when they return to school and daily reminders thereafter. 	KL Teaching staff KL Office	Daily for all. 8/3/21	Done. 1/3/21
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	Norfolk Local Outbreak Management Centre 01603 223219 and phnorfolkcomc@norfolk.gov.uk	HOS	8/3/21	Done. 1/3/21

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	<ul style="list-style-type: none"> For further advice and guidance, you should contact your competent Health & Safety Adviser. 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. 	Out of hours 01603 223014 (general out of hours line)			
Pupil displays Covid-19 related symptoms	<ul style="list-style-type: none"> Move child to the medical room and contact parents to collect immediately Clean the area that child sat using PPE Parent to book test Pupil not to come to school for at least 10 days unless test returns negative. Rest of household advised to isolate for 10 days or once a negative test has been confirmed. If pupil test is positive, advice obtained from PHE to consider if bubble will be sent home/close contact isolation and unable to come into school for 10 days. If school is having difficulty persuading a parent to take a child for testing, this is escalated to the East of England Health Protection Team (HPT) via 0300 303 8537 or eoe.crc@phe.gov.uk. 	<ul style="list-style-type: none"> PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Remind parent to contact 119 by phone or NHS online 	Teaching staff Office HOS	Daily. Daily.	1/3/21

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Member of staff displays Covid-19 related symptoms	<ul style="list-style-type: none"> • To send member of staff home immediately • Ensure member of staff gets tested • Clean area that member of staff sat using PPE • Double bag any tissue etc that member of staff used • If member of staff tests positive - check with PHE on close contact isolation or rest of bubble unable to come into school for 10 days. 	If at home staff member must call HOS and not come into work.	Office/HOS	8/3/21 Daily	Done 1/3/21
Administrative Staff	<ul style="list-style-type: none"> • Staff to stay allocated to their individual desks and ensure door is closed (automatically locks) to allow school office to function by stopping people freely walking in. • Teaching staff to use class telephone rather than go to the office. • 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. 	<ul style="list-style-type: none"> • Office furniture rearranged 	HOS/Office Office	8/3/21 Daily. Daily.	Done. 1/3/21
Personal Protective Equipment	<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • 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. 	<ul style="list-style-type: none"> • After removing plastic gloves, thorough handwashing should take place. 	HOS	8/3/21	Done 1/3/21

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School Staffroom	<ul style="list-style-type: none"> Lunch times to be staggered to allow for social distancing during outside play. School hall, EYFS office and Library used as staff rooms to ensure social distancing. Cleaning products available after each member of staff starts and finishes their break. 	EYFS office – EYFS staff Library – Y4, 5 and 6 Hall/staff room – Y1, 2 and 3 (ICT Suite if no one present in the room).	HOS	8/3/21	Done. 08/4/21
Safeguarding	<ul style="list-style-type: none"> Safeguarding Policy with Addendum reissued to all staff along with Online Safety Policy Staff to use CPOMS to log any safeguarding concerns and to use telephone where possible to discuss with DSLs to avoid walking around school site and entering into the pastoral room. DSLs to ensure that if wishes and feelings/discussions need to be carried out with pupil, that a 2m distance is required where possible, wear visor and to sit side on where possible. If the 2m distance is not possible, PPE to be used if close proximity working is needed. To clean area that child sat during discussion once left the room. Removal of soft furnishings in the pastoral room Weekly Safeguarding meetings held via zoom 	<ul style="list-style-type: none"> Social care staff, if essential to visit school, will meet with adults and children in well ventilated areas. 	HOS/DSLs Pastoral DSLs	Daily 8/3/21 8/3/21	1/3/21 1/3/21

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	<ul style="list-style-type: none"> Weekly check-ins by Pastoral (LMG) to our vulnerable families via the phone if bubble closure or pupil self-isolating. If home visit is required – must ensure 2m distance when visiting house and remain outside. If car share required when two people are undertaking home visit, one person must sit in the back and one in the front with masks worn and windows open. 				
Staff travel	<ul style="list-style-type: none"> Staff use their own transport, walk or cycle to work to maintain SD. If car sharing is required in emergencies, staff must wear a mask and sit in back of car where possible. Staggered arrival and departure times so SD can be maintained by not having to use the same entrance/exit at the same time Staff wash their hands - on arrival and before departure 	Read the Coronavirus (COVID-19): safer travel guidance for passengers	SLT/ALL	8/3/21	1/3/21
Pupil travel	<ul style="list-style-type: none"> Parents and pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times. No shared car travel to and from school where possible. If this is needed in emergency situations, must sit in back where possible, where mask and open windows. Refer to guidance on safe travel, particularly on public transport. 	Read the Coronavirus (COVID-19): safer travel guidance for passengers <ul style="list-style-type: none"> Pupils will be advised how best to remove face coverings if worn on arrival at school (i.e. 	SLT	8/3/21	Done 1/3/21

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	<ul style="list-style-type: none"> Read the Coronavirus (COVID-19): safer travel guidance for passengers 	<p>after using public transport). Pupils must not touch the front of their face when removing them and follow hygiene cleaning controls as stated above.</p>			
<p>Principles shared with staff and displayed in staff areas</p>	<ul style="list-style-type: none"> Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible. 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. Use the 'catch it, bin it, kill it' approach. Avoid touching your mouth, nose and eyes. Clean frequently touched surfaces often using standard products, such as detergents and bleach. 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, 	<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>8/3/21</p> <p>8/3/21</p>	<p>Done. 1/3/21</p> <p>1/3/21</p>

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	<p>which is why hygiene and hand cleaning is so important).</p> <ul style="list-style-type: none"> • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. • 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). • Keep your classroom door and windows open if possible for air flow. • Only one pupil from your class to use the toilet and any one time and use the toilet book to log pupil name and time. • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take 				

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<p>Communication</p>	<ul style="list-style-type: none"> • 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). • Tell parents that if their child needs picking up, only one parent should attend and to wear a mask when on site. • 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). • 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). • Ensure pupils are aware of recommendations on transport to and from school (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers. 	<ul style="list-style-type: none"> • 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. 	<p>Office/SLT</p>	<p>8/3/21</p>	<p>Done 1/3/21</p>
<p>Learning outside the classroom (day trips, etc.)</p>	<ul style="list-style-type: none"> • Keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<ul style="list-style-type: none"> • Risk assessments carried out by member of staff before each visit 	<p>Teaching staff</p>	<p>Before trips</p>	

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<p>Extra-curricular activities (coaches, tutors, after school)</p>	<ul style="list-style-type: none"> 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. Go-Geronimo to ensure 2m distance where possible when with a class for lunch support. To ensure that activities are outside where possible 	<ul style="list-style-type: none"> Ensure all external risk assessments have been reviewed in advance of a start date. 	<p>Teaching staff and HOS</p>	<p>8/3/21</p>	<p>1/3/21</p>
<p>Physical activity</p>	<ul style="list-style-type: none"> 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 Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Staff to use google sheet to ensure that identify outside time required for all staff to see, to avoid many groups outside at once. 	<ul style="list-style-type: none"> PE leader to review practice with SLT within first 2 weeks. 	<p>LR and SLT</p>	<p>8/3/21</p>	
<p>Signage</p>	<ul style="list-style-type: none"> Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. Hygiene and safety notices are displayed prominently around the school. Children friendly in classrooms and pupil toilets 		<p>SLT</p>	<p>8/3/21</p>	<p>Done 1/3/21</p>

What are the hazards? Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
	<ul style="list-style-type: none"> Covid classroom rules in all classrooms – picture based for younger years. 				
Mental Health for pupils, parents and staff	<ul style="list-style-type: none"> Staff – share resources and contact details to support staff with wellbeing and mental health regularly. Pupils – daily wellbeing check in with class. Discussions not just work related, but mental health related. Parents – provide resources and contact details to parents via the school app to support with wellbeing and mental health regularly Pastoral to do weekly phone call support/check in with families/pupils who are in need. PSA to also support Thrive delivery sessions one to one and small groups for pupils identified following Thrive assessments. 	<p>Teaching staff to check in with their teaching teams and check on wellbeing. Inform HOS if any concerns or support required.</p> <p>HOS to check on teaching staff, DSLs and Office staff.</p> <p>Regular all staff zoom quizzes to support wellbeing.</p> <p>MHFA - JB, MU, LR, LC, PB, LMG</p>	HOS, Teachers and Pastoral team	8/3/21	1/3/21

<p>Self-testing</p> <p>Incorrect result communication</p> <p>Extraction solution from test kit comes into contact with skin, eyes etc.</p>	<p>Wrong samples or miscoding of results</p> <ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at collection and are carefully logged on register • Staff register their details to a unique ID barcode before taking the test home • School keeps their own records undertaken by Covid Co-ordinator, staff to report using Google Form on a Monday and Thursday, to phone HOS if positive result by 7.30am. • Staff to do another LFT if the first one is returned as invalid. <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature.</p> <ul style="list-style-type: none"> • Ensure staff complete DfE training and watch videos • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Adhere to guidelines in these training procedures to prevent improper handling. 	<p>Expiry date checked when issuing test kits to</p>	<p>HOS</p> <p>HOS</p> <p>HOS</p>	<p>29/1/21</p> <p>29/1/21</p> <p>29/1/21</p>	<p>Communicated with staff 25/1/21 and to continue until Dfe inform otherwise 1/3/21</p> <p>Done 25/1/21</p>
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Manual handling	<ul style="list-style-type: none"> • Use only the amount of solution advised • Do not touch the test tube with the solution bottle • Dispose of solution bottle in bag provided in waste. <p>Injury or incident when using the test kit</p> <ul style="list-style-type: none"> • Any injuries or incidents should be reported as per the guidance 	<p>staff and logged on forms.</p> <p>Amount of solution required is in each solution bottle.</p>	HOS	29/1/21	Done 25/1/21
Use of shared equipment	<p>Cross Infection</p> <ul style="list-style-type: none"> • Appropriate PPE worn to give out test kits • Frequent decontamination and cleaning 		HOS and SC	25/1/21	Communicated 25/1/21
Storage	<p>COVID-19 Virus and Biological Hazard</p> <ul style="list-style-type: none"> • Secure Storage Facilities Identified • Kits can be stored at room temperature. 		HOS and SC	25/1/21	25/1/21
Failure to obtain consent from those	<p>Failure to follow agreed Standard Operating Procedures and breach of safeguarding protocols</p> <ul style="list-style-type: none"> • Participants are advised of how the test data will be used 	<p>Survey sent to staff to opt in or out of the self-</p>	HOS	25/1/21	25/1/21

being tested	<ul style="list-style-type: none"> • Written consent is obtained and recorded from each participant before being provided with test kits. • the school stores a copy of consent forms as required by their information governance policy 	testing before tests distributed.			25/1/21
Staff failure to report results	<p>COVID-19 Virus</p> <ul style="list-style-type: none"> • Remind staff the night before testing to report results by sending out the survey sheet to record their results. • HOS and admin to check results before staff arrive at school and request results via the Google Form. • Redo the test at school if necessary • If staff fail to provide results confirm whether they still wish to participate in the testing programme. 	Staff to email HOS if wish to withdraw from testing.	HOS	25/1/21	25/1/21
Poor uptake	<p>Increased risk of asymptomatic staff</p> <p>COVID-19 Virus</p> <ul style="list-style-type: none"> • Remind staff at each staff meeting. • Display posters in staff cubicles 		HOS SCoe and PB	25/1/21	

Communication	<ul style="list-style-type: none"> • Share information in a staff meeting 25/1/2021 about the testing programme. • Ensure staff are aware who they can talk to if they have any questions. • Ensure surveys and communication in readily available in staff shared drives. 		HOS	25/1/21	26/1/21
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Useful Guidance

- School operational guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf
- 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](#)