



Location or School Address: Ganneys Meadow Nursery School	Date assessment Undertaken 01.03.21	Assessment undertaken by : Jeanne Fairbrother AND Helen Perry
Activity or situation: Schools /Settings – operations	Review date: 15.03.21 25.03.21 17.05.21	Signature:

Step 3 COVID Road Map 17th May 2021

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this. Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls. Schools must regularly review and update their risk assessments, treating them as living documents which are updated as guidance changes.

This risk assessment is based on the **system of controls** outlined in the DfE's [Schools coronavirus \(COVID-19\) operational guidance](#) & [Actions for schools during the coronavirus outbreak](#) . It covers the following schools:

- early years settings
- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- independent schools
- wraparound & extracurricular providers

DfE have updated their guidance in line with Step 3 of the roadmap, including information:

- on face coverings
- educational visits –
- domestic residential educational visits

- wraparound provision and extra-curricular activity,
- music, dance and drama & performances

Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'

Please choose the setting that applies and delete the others to make this reflect your school/setting:

- **Early years settings**

Legislation and guidance

Health and Safety At Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance 	3X2=6 Review this score as the more	Risk assessment to be shared with parents via website, unions LA and governors. All staff to read the updated risk

<p>to reduce risk of transmission</p>		<ul style="list-style-type: none"> • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown. • School website is kept up to date with any important information regarding the running of school local arrangements. • Behaviour policy communicated to staff, parents & pupils via website • Regular staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • RA 029 Full Opening School 8th March published to website shared with unions, LA, governors. 	<p>measures in place will reduce it</p>	<p>assessment and sign to say that they have do. Paper copies for staff with no email- Jane to provide</p>
<p>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</p>	<p>Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • All control measures are adequately resourced, circulated to employees. • All training needs have been checked to ensure compliance. e.g. First aid, evac chairs, medicines etc • Regular monitoring and review of risk assessment and measures in place are effective and working as planned. • Risk assessments will be reviewed appropriately considering any issues identified and changes in DfE, Gov.uk and public health advice. • School follows advice from HS advisers. • Risk assessment revised and shared with staff • Staff and pupils –follow <u>Hands, Space, Face</u> 	<p>2x2=4</p>	
<p>Opening after reduced occupancy</p>	<p>Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.</p>	<ul style="list-style-type: none"> • The headteacher ensures all usual building checks are undertaken by the site manager/caretaker to make the school building safe. 	<p>2x2=4</p>	
<p>Heating & Ventilation</p>	<p>Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • The school is kept well ventilated, & a comfortable teaching environment is maintained all windows open during school time and heating on to ensure warmth. • School has identified all poorly ventilated areas: <ul style="list-style-type: none"> ▪ with no widows or mechanical ventilation Internal changing room in F1 corridor 		<p>Door guards to be fitted on identified fire doors to increase ventilation</p>

- Rooms with ventilation that is recirculating only and do not have an outdoor air supply,
- areas that feel stuffy or smell
- **mechanical ventilation systems –**
 - Mechanical ventilation has been checked to ensure it conforms to current guidance.
 - School can continue using most types of mechanical ventilation as normal and these are set to full fresh air
 - Ventilation within single rooms can be operated as normal and supplemented by an outdoor air supply.
 - in the event of loss of heating school can use recirculation units for heating that do not draw in a supply of fresh air provided there is a supply of outdoor air e.g. windows and doors left open.
 - School has extended the operating times of HVAC systems to before and after people use work areas.
- Ventilation to chemical stores remain operational.
- All mechanical systems are maintained in line with manufacturers' instructions.
- **Recirculating air**
 - Centralised ventilation system that circulates air to different rooms, will be turned off recirculation and fresh air introduced instead.
- **Natural ventilation –**
 - by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space.
 - School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation.

		<ul style="list-style-type: none"> ▪ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) ▪ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ▪ If fire doors are required to be held open Door Guards will be installed • Thermal comfort <ul style="list-style-type: none"> ▪ To balance the need for increased ventilation while maintaining a comfortable temperature, school will, if appropriate to the area: <ul style="list-style-type: none"> • open high level windows in preference to low level to reduce draughts • increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • provide flexibility to allow additional, suitable indoor clothing. ▪ rearrange furniture where possible to avoid direct drafts ▪ School will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p>		
Fire safety– failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> • The fire alarm and emergency lighting has been serviced in according to guidance. • Alarm checked weekly. • Emergency lighting tested monthly. • The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. • Fire drills are held twice a term • Social distancing is followed on evacuation and at assembly point. 	3X2=6	Fire drill for new starters who began at Ganneys during the national lockdown. Fire alarm planned week beginning 15.3.21

		<ul style="list-style-type: none"> The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. The school fire risk assessment is kept up-to-date to changes in the building. 		
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> Before 8th March school will ensure every tap, shower, and toilet are fully run or flushed for 2 mins. Records kept in water logbook. All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. Monthly water checks take place and recorded on sheet 	3X2=6	Chris/ Fiona please share this with John/ Robbie
Equipment – failure of equipment due to lack of inspection, maintenance, servicing & statutory inspection.		<ul style="list-style-type: none"> All staff reminded to carry out pre-use visual checks of their areas, playground, equipment Caretaker carries out daily visual whole site checks. All areas and equipment that have been taken out of use are checked Teachers have checked their own classrooms to ensure all is in good condition. Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. All annual servicing, maintenance and any statutory checks have taken place ensure safety and compliance with legislation. e.g. water checks, fire alarms, gas, boilers, lifts, stair lifts, automatic doors 	3X2=6	Health and Safety inspection taking place 02.03.21 HP / TH / JO / LC to carry out visual H & S check of classrooms All staff to carry out pre-use visual check of playground and outdoor equipment. This is to be included on the classroom risk assessments. Any issues reported to caretaker or Head and area closed if dangerous
Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. There is a lunch time clean of toilets, empty bins and high touch surfaces. Contact points and frequently touched surfaces are being cleaned more frequently. 	3X2=6	Lavender now using the hall for lunch – ensure that hall is clean before and after use

- All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
- Satisfactory cleaning regime in place to decontaminate equipment & toys.
- Classroom cleaning is enhanced & disinfecting kits in place (V1 spray).
- Dining areas are cleaned between use by different pupil 'bubbles'. Lavender class now using the hall for lunch, so this is cleaned before and after children eat in there.
- Pupil engagement encouraged to wipe down own surfaces. equipment & toys
- Toilets are cleaned regularly.
- All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed e.g. aerosol fogger/disinfectants
- If suspected case of COVID 19 follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Adequate amounts of suitable cleaning agents are available.
- PPE is available to members of staff who require it to carry out cleaning safely.
- All children to use the toilets in their classroom. Staff are allocated toilets. Marigold, Daisy and Lavender use main toilets with FSW/SRW and HT. Orchard staff to use their staffroom and toilets.
- School will build hand and respiratory hygiene into school culture and ensure that pupils clean their hands regularly.
- Ensure that each class has disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.
- Children to be supported with handwashing
- Separate risk assessments for vulnerable children

<p>Unaware of steps to take in the event of suspected or confirmed case in school /college -infection control</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> ○ they have one or more COVID-19 symptoms ○ a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms ○ they are legally required to quarantine, having recently visited countries outside the Common Travel Area ○ they have had a positive test ○ have been in close contact with someone who tests positive for COVID-19 ○ They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> ▪ the start of their symptoms ▪ the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) • If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the NHS test and trace process • Manage and report confirmed cases of COVID-19 amongst the school community. • Contain any outbreak by following local health protection team advice below: <ul style="list-style-type: none"> ○ Cheshire & Merseyside PHE contact 0344 225 0562 ○ Greater Manchester Health Protection Unit 0844 225 1295 	<p>3X2=6</p>	<p>Needs to be shared with all staff</p>
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<p>Failure to manage a confirmed case in school</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> ● School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 either a positive LFD or PCR test ● School understands close contact is <ul style="list-style-type: none"> ○ anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 – a LFD or PCR test ○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane ● A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. ● The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). • The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. • Early years settings - Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. This does not apply to our school. • Early years settings - Changes to the setting's operating circumstances are communicated to Ofsted via email. 		
<p>Suspected case in school.</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Medical room -Health visitor room as an isolation space as there is a phone. (Buttercup office on a Wednesday when health visitors are in) A box of resources that may be required can be taken and dropped off in the room if it is used. (ideally hard floored, ventilated, ideally with a closed door or minimum 2m away from people). • If a child is awaiting collection, they will be moved, to the medical isolation room. • Contact will be made with pupil's parents in line with school policy • Symptomatic individuals who are sent home are directed to not use public transport to get home. • Emergency assistance is called immediately if the pupil's symptoms worsen. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs • A toilet has been identified to be used if required whilst awaiting collection. Toilet in the hall If used this will be 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	<p>Ensure that a box of resources is available to use in isolation room in case of suspected case of Covid in school</p>

		<p>cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. 		
<p>Promote and engage in asymptomatic testing Early years only/wraparound provision Actions for early years https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-in-early-years-settings</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing . <ul style="list-style-type: none"> ▪ Staff are encouraged: <ul style="list-style-type: none"> ○ to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check your local council website ○ attend a collection site to collect tests to do at home - find your nearest collection site online ○ order a test online ▪ The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. <p>Booking a polymerase chain reaction (PCR) test</p> <ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online 		

		<p>through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet.</p> <ul style="list-style-type: none"> • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. 		
<p>Test & Trace staff & pupils unaware of school procedures in place</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a PCR test. • Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address. 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	

- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:
 - Everyone they live with who has symptoms tests negative.
 - Everyone in their support bubble who has symptoms tests negative.
 - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.
 - They feel well.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.
- Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. Staff should disable the tracking tool when bags are stored to ensure a false connection is not made
- Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.
- Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.
- If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.
- **Schools with premises on site that are open to the public, e.g. swimming pools and libraries** School ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept.

<p>Hand & Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available and hand sanitiser is available across school. • School will use hand driers or paper towels. • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • Special schools Increased hygiene protocols for pupils & staff in place to reduce risk of transmission - school will incorporate time for this within lesson plans • Individual risk assessments are in place for the above pupils. Vulnerable children have their own risk assessment created by SR • Following the guidance on hand cleaning pupils & staff <ul style="list-style-type: none"> ▪ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ▪ are encouraged not to touch their mouth, eyes, and nose • School promotes the ‘catch it, bin it, kill it’ approach. • Pupils taught to use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) • Disposable tissues in each classroom. • Each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • Help is available for children and young people who have trouble cleaning their hands independently. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. encourage young children to learn 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	<p>Vulnerable children have their own risk assessment created by SR – key persons should ensure that they have seen and read before carrying out their work with children</p>
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		<p>and practise these habits through games, songs, and repetition.</p> <ul style="list-style-type: none"> • Lidded bins for tissues are emptied throughout the day. • Adequate sanitiser 'stations' are located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. • Staff are invited to wear masks in the classroom too if they wish to. • In large classrooms, staff to base themselves at different ends of the space where possible and children can move freely around. Staff to work outside where possible and adults from different classes must be well spaced when using a shared area outdoors. 		
<p>Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Classes continue to be their own bubble and staff will operate in bubbles and will use walkie talkies/ phones which are wiped between usage to communicate between rooms. Staff wear masks when moving around school and outside of their bubble. Staff to record any close contact outside of their bubble, <p>Groups of pupils and 'bubbles'</p> <ul style="list-style-type: none"> • School will continue with classes forming their own 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. • School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. • Where possible the integrity of the bubble is maintained. • All groups or 'bubbles' will be kept apart from other groups where possible. Children in different bubbles have access to shared facilities such as the hall on a rota. 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	

		<p>Lavender and Daisy to share the outdoor space at the same time and have freeflow from their classrooms both indoors and out. This is to ensure that outdoor time is maximised. Adults from different bubbles must maintain a social distance. The outdoor area is large.</p> <ul style="list-style-type: none"> • Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>Orchard, Lavender class, Daisy Class and Marigold class will operate as different bubbles, consistent staffing and children remaining in their own environment inside the building except for shared use of the hall, which should be cleaned before and after use. Outdoors the children will have access to the garden at separate times to the other classes in their own bubble (apart from Daisy and Lavender who will share the space. Breakfast and after school club will take place in separate classrooms. There is some mixing of children from bubbles as there is one child from a different class who attends breakfast club with Lavender children. This is the case with a small number of staff to facilitate before and after school care. Staff will keep a list of children outside of their bubble that they have had close contact with (as per the definition) Staffing for before and after school club is consistent. Staff should try to refrain from having close contact from those outside of their bubble whilst operating the club.</p> <p>Lavender will continue to use the hall for their lunches. The small number of Daisy and Lavender children will use the hall too but on a different side of the room. Children remain in their seats and windows are open. Staff to support children in their bubble.</p> <ul style="list-style-type: none"> • Special schools Individual risk assessments & EHC's are in place for pupils. 		
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		<ul style="list-style-type: none"> • The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures • Where possible, staff will support older children & those with less complex needs to maintain distance and not touch staff and their peers. • School has identified small class groups. • Early years settings The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Teachers & staff can operate across groups or ‘bubbles’ but they must keep 2m away from other staff & pupils (where possible) to preserve ‘bubble’ integrity. • Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff must maintain 2m social distancing • Staff spaces are set up and used to help staff to distance from each other. • Staffrooms – The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required – each class bubble have their own staff room for staff to use at lunch time. Staff spaces are set up and used to help staff to distance from each other. Staffrooms are split. Daisy use their room for lunch. Marigold use the soft chair end of the staffroom. Lavender to use the main table in the staffroom with 		
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		<p>admin and FSW team. Orchard to use the starlight room. Staff to sit on their assigned chair.</p> <ul style="list-style-type: none"> • Use of the staff room minimised. Staff encouraged to eat in classrooms and offices where possible • School will use available space to maximise distance between pupils and between staff & other adults on site. • Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>Reduce mixing within education or childcare setting by:</p> <p>General Measures in the classroom:</p> <ul style="list-style-type: none"> • Minimise time spent within 1 m of anyone. • Avoid face to face contact with pupils stand up, above and behind them. Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils. • Keep 2 m from colleagues. • Pupils sit side by side during circle time facing forward. • Classrooms have been adapted and furniture removed to make space. <p>Measures elsewhere:</p> <ul style="list-style-type: none"> • Timetables adjusted to keep groups apart and movement around school kept to a minimum • School has planned routes to avoid creating busy corridors, entrances and exits. • No large assemblies or gatherings involving more than one bubble. • Outdoor play between Lavender/Daisy and Marigold staggered • Lunch breaks staggered, pupils will clean their hands beforehand and enter in the groups they are already in • Rooms accessed directly from outside where possible • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. 		
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		<ul style="list-style-type: none">• School will maximise the use of outdoor space for exercise, breaks outdoor education.• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.		
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<p>Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) and maintain 2 m social distancing. • Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Lavender use their entrance off car park and Daisy/ Marigold use the main entrance, with parents queuing separately down at the bottom of the ramp, Half of Daisy by fence and half by cycle shed. Orchard use their own entrance. Marigold to use space near fence like Daisy but timings are staggered • Staggered starts and finish times to keep groups apart as they arrive and leave school. Staggered times in place for Lavender class due to bubble size and size of waiting area. Lunchtime sessions, drop off and pick up are for Daisy and Marigold are staggered so that drop off and pick up do not mix. • Parents advised 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) • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. • School encourages walking or cycling to school where possible. 	<p>3X2=6</p>	<p>Ensure that parents are aware of collection and drop off times as numbers increase.</p>
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<p>Resources – increased risk of transmission</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Staff & pupils have individual pens and equipment where possible and these are not shared. • Equipment is not shared with other cohorts without cleaning. • Classroom based resources, such as books and games, can be shared within the bubble and are cleaned regularly, along with all frequently touched surfaces. • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit V1 spray and anti-bacterial wipes • Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning & rotation. • No unnecessary sharing. • Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. • Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery, and mobile phones. Bags are allowed. <p>Outdoor equipment</p> <ul style="list-style-type: none"> • Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. See “Sand and Water” risk assessment • Outdoor playground equipment & resources will be cleaned more frequently by cleaning high traffic touch points frequently. This includes cleaning regimes for: <ul style="list-style-type: none"> ○ playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames. 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	<p>Ensure that breakfast club / after school club are cleaning resources before and after each session Jayne O and Kerry to do this upon arrival whilst the one running breakfast club takes the children outside before they go into class the other cleans the resources and furniture in preparation for Marigold arriving</p>
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		<ul style="list-style-type: none"> ○ semi enclosed playhouses or huts for small children ○ enclosed crawl through ‘tunnels’ or tube slides ○ exercise bars and machine handles on outdoor gym equipment ○ entry and exit points such as gates. ○ seating areas such as benches and picnic tables ○ refuse areas/bins. ● Breakfast & After school clubs’ clean indoor & outdoor equipment between groups and after use. ● Site manages/caretaker visually inspects play equipment daily. ● Caretaker carries out formal recorded inspection. ● An annual service and maintenance identified has been carried out prior to reinstatement. ● The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 ● It has been formally shared with all staff supervising. ● Site manager/caretaker has attended Routine Inspectors Course ● Pupils reminded of playground rules . 		
<p>Face coverings</p>		<ul style="list-style-type: none"> ● [All schools and FE providers] From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. ● [All schools and FE providers] Face coverings will also no longer be recommended for staff in classrooms. ● [All schools and FE providers] Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). ● [all schools] The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. 	<p>3X2=6 Review this score as the more measures in place will reduce it</p>	<p>Staff reminded to use medical face covering in school</p>

		<ul style="list-style-type: none"> • [All schools and FE providers] The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. • [All schools and FE providers] Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate • [All schools and FE providers] Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately 		
<p>PPE - risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School has identified that most staff in school will not require PPE beyond what they would normally need for their work. • PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Risk assessments in place for pupils with complex needs. Steph reviewed and updated in line with this risk assessment and shared with parents and staff week beg 11.1.21 • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. 	<p>3X2=6</p>	<p>Ensure that staff have reviewed the risk assessments carried out by SR</p>

		<ul style="list-style-type: none"> All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. All staff completed 'PPE putting on & taking off' training. School has pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver during intimate care. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. Staff reminded to use disposable face masks for intimate care and change between uses. This is instead of their face mask for the day. 		
<p>Clinically extremely vulnerable Children at increased risk of contracting COVID 19</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>Shielding guidance not in place from 1 April 202</p> <ul style="list-style-type: none"> Shielding guidance has been paused. Clinically extremely vulnerable pupils are supported to attend on-site provision. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare. 	1X2=2	We are not aware of any children in this category
<p>Clinically extremely vulnerable Staff at increased risk of contracting Covid 19</p> <p>Employees who have been identified as clinically extremely vulnerable.</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>Shielding guidance not in place from 1 April 2021</p> <ul style="list-style-type: none"> Clinically extremely vulnerable staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. School has carried out a risk assessment for these staff. (See individual role RA's on website) 	3X2=6	Weekly check in with staff members who are at home. Daily updates provided to all staff to keep them in the loop. Individual risk assessments updated week beg 11.1.21

		<ul style="list-style-type: none"> School has completed risk assessments for staff who are working from home. (See RA 028 Working from home COVID 19) Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. 		
<p>Clinically extremely vulnerable Staff at increased risk of contracting Covid 19</p> <p>Employees who have been identified as clinically extremely vulnerable.</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>Shielding guidance not in place from 1 April 2021</p> <ul style="list-style-type: none"> Clinically extremely vulnerable staff continue to work from home <i>where possible</i>. If this is not possible, they are supported to attend the school site. Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. School has carried out a risk assessment for these staff. (See individual role RA's on website) School has completed risk assessments for staff who are working from home. (See RA 028 Working from home COVID 19 on website) Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. 	3X2=6 Review this score as the more measures in place will reduce it	Risk assessments updated in line with updated guidance. Any staff in this category to speak to HT if anything has changed since the last review of the RA and decision to be in school.
<p>Pregnant employees at increased risk of contracting COVID 19</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, are supported to take a more precautionary approach. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice 	3X2=6	<p>All pregnant employees to work from home unless necessary for them to come in to complete their work. This will be on rare occasions to access resources or for another specific reason. Where this is necessary, a detailed risk assessment will be completed and shared with Jeanne Fairbrother to check prior to them coming into school.</p> <p>Individual risk assessments updated week beg 11.1.21</p> <p>20.1.21</p>

		for pregnant women considered to be clinically extremely vulnerable.		Risk assessments completed for pregnant staff and they will attend where necessary working in a room on their own for the minimum time
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Work continues to build our understanding of what these baseline factors are and the increased risks they pose.</p>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. • For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school 8th March • School will continue with an equitable approach to risk management recognising that staff may have a variety of baseline risks. • Risk assessment have been carried out for staff and pupils in this category including BAME staff and pupils in school. • School will try as far as practically possible to accommodate additional measures where appropriate. • Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home. • O.H. advice will be sought where appropriate. • EAP & counselling will be offered where appropriate 	3X2=6	
<p>Staff mental health - Anxiety and stress</p> <p>Employee's with potential stress / anxiety caused by COVID-19 lockdown</p>	Staff – anxiety and stress	<ul style="list-style-type: none"> • EAP available for staff as required. • Review individual staff /pupil risk assessments and monitor. • Regular one-to ones with staff • Reasonable adjustments if required. • Details of EAP shared with staff week beg 11.1.21 • Daily updates provided by email and staff reminded to contact HT if they have any questions or concerns 	3X2=6	

<p>Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown</p>	<p>Pupil -anxiety, stress or low mood</p>	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to a member of the safeguarding time. • See Wellbeing for Education Return programme. • Weekly check in for vulnerable families by FSW and SRW. • Class teachers and room leaders communicate regularly with parents and carers about the children’s well being • Leuven scales used to assess well being. 	<p>3X2=6</p>	
<p>First aid – increased risk of transmission of COVID 19</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<p>First aid</p> <ul style="list-style-type: none"> • Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. • First aid certificates which expired during lockdown have been renewed All up to date • <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> • a fluid-repellent surgical mask • disposable gloves • apron or other suitable covering • Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available • All staff completed ‘PPE putting on & taking off’ training. <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure staff safely discard disposable items and clean reusable ones thoroughly • Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> • Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. <p>CPR guidance:</p>	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation. • Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths (see specific guidance from the Resuscitation Council UK) 		
Transport	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Children, young people and staff can continue to use public transport where necessary. • School will ask everyone to walk, cycle or scoot wherever possible and safe. • Where children, young people and staff need to use public transport, they should follow the safer travel guidance. • This does not apply to people who are exempt from wearing a face covering on public transport 	3X2=6	
Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.	Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’	<ul style="list-style-type: none"> • Visitors continue to be discouraged from entering the premises, wherever possible. • School/Setting will ensure visitors follow the system of controls, maintain social distancing, and wear face coverings where needed. <p>External professional visits</p> <ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for children with Special Educational Needs and Disabilities (SEND will provide interventions as usual. • Professionals or other temporary staff can move between settings, whilst ensuring they minimise contact and maintain as much distance as possible from other staff. Such specialists are aware of the PPE most appropriate for their role. 	3X2=6	Ensure that visitors to classrooms are shown how to access and provided with PPE if none brought to setting
Staff visiting families in their own homes	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School may need to send a member of staff to make face to face visits. Decided on a case by case basis. This will be done outdoors and from a safe distance with PPE • A separate risk assessment must be undertaken each time. • An initial assessment by telephone if possible, is carried out. 	3X2=6	Outdoor doorstep visits where social distancing can be adhered to only until further notice. Staff will ring ahead to notify the family that they are on their way. They will then

		<ul style="list-style-type: none"> • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the children's social care services guidance and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> ○ risks to children and young people ○ risks to families ○ risks to the workforce ○ national guidance on social distancing and hygiene ○ statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> ○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants. • taking PPE & sanitiser as a precautionary measure 	<p style="color: green;">maintain social distancing and wear PPE. This is in line with the work of other FSW and SRW teams. ECS have provided a separate risk assessment.</p>
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Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Ahead of full opening, the school’s Child Protection and Safeguarding Policy is reviewed to reflect the return of more pupils. • School ensures training is up to date • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6 If all controls are in place in Column 3 this may be lowered	Staff reminded of safeguarding procedures 6.1.21. Remaining staff have had CPOMs training virtually over the last two weeks. Member of the safeguarding team onsite everyday
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> • The school’s Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately. • A Challenging Behaviour risk assessment is carried out for identified pupils. (See RA 003 Challenging Behaviour)- none required at present. • Continue to use nurturing approach • Spitting risk assessment in place • Regular communication with parents and adjustments to sessions where appropriate in consultation with Head 	3X2=6	
Recruitment – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> • The school continues its recruitment processes, but offers alternatives to face-to-face interviews where possible such as using video conferencing. • Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘system of controls’ that are in place. • School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed • School will write a risk assessment for any recruitment activities 	3X2=6 If all controls are in place in Column 3 this may be lowered	Recruitment to be completed virtually until further notice to avoid visitors to site.

<p>Educational visits [early years settings only]</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus</p>	<ul style="list-style-type: none"> • Children can be taken on Educational day visits • All trips will be carried out within COVID-19 safety precautions, like keeping consistent groups • We will ensure all COVID-19 secure measures are in place at the destination. • We will carry out a full and thorough risk assessment (as with all visits) to assess safety <p>Use of private and public outdoor spaces</p> <ul style="list-style-type: none"> • Trips with groups of children to outdoor public places for exercise are not restricted to limits on gatherings. • We will remain within the EYFS staff child ratios. • A risk assessment is carried out in advance. • the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible • good hygiene is maintained throughout. • thorough handwashing happens before and after the trip. • the trip is carried out in line with local restrictions • appropriate insurance arrangements are in place <p>Trips to indoor spaces</p> <ul style="list-style-type: none"> • Trips to indoor spaces will be fully risk assessed with input from parents and carers, and will follow social distancing rules from other groups. • Group sizes will be determined by advice in Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 outbreak. • A risk assessment is carried out in advance. • the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible • good hygiene is maintained throughout. • thorough handwashing happens before and after the trip. • the trip is carried out in line with local restrictions • appropriate insurance arrangements are in place 	<p>OX0=0</p>	<p>HP to write risk assessment for any visits to take place</p>
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		<ul style="list-style-type: none"> • Children are accompanied at all times • the group should socially distance from other individuals and groups • adults (and children over 11) will be required to follow the face covering policy for the indoor space. This may include wearing a face covering before entering and keeping it on until they leave. • 		
<p>Extra- curricular activities - Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<p>[All schools & wraparound]</p> <ul style="list-style-type: none"> • School is working to resume all before and after-school [activities and wraparound childcare for pupils. • All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend. • School will continue to work closely with external wraparound providers to minimise mixing between children. <p>Indoor provision</p> <ul style="list-style-type: none"> • From 17 May, wraparound and other extra-curricular activities for children will be able to take place in groups of any number. • However, it remains important to continue to minimise mixing between children, where possible by continuing to keep children in consistent groups every time they attend the setting. If it is not possible to group children in the same bubble as they are in during the school day, providers will try to keep them in consistent groups • Group sizes depend on recommended occupancy levels of the premises and levels of ventilation. g.g. guidance recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. • If premises are not well ventilated or in which it is difficult to maintain social distancing, group sizes should be smaller (e.g. 15 children or fewer per group). <p>Outdoor provision</p> <ul style="list-style-type: none"> • If provision is taking place outdoors, this can continue to take place in groups of any number but to continue to 	<p>3X2=6</p>	<p>Breakfast club and after school club recommenced on Monday 8th March in response to demand. Children will attend in their own bubble where possible or in a small group led by consistent staff who are known to the children and (as far as possible) work in their classroom bubble to minimise contact.</p>

		<p>minimise mixing between children. By keeping children in consistent groups and keeping these separate.</p> <ul style="list-style-type: none"> We will keep up-to-date records of the children attending our setting for at least 21 days. To include the school or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting. <p>Parental Attendance</p> <ul style="list-style-type: none"> [wraparound providers] Parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision. Where parents do attend, they must maintain social distancing in line with the current guidance on (COVID-19) Coronavirus restrictions <p>See providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p>		
Transitional, taster and open days	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> [All school & college] School will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with DfE & Gov.uk advice & guidance for the roadmap out of lockdown. School will provide these risk assessments to schools transitioning with us. Lists of pupils in bubbles transitioning will be kept for contact tracing. 		HP to write risk assessment for transition visits.
Parent & child groups	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> From 17 May, under Step 3 of the roadmap, groups must have no more than 30 attendees. Children aged under 5 years and someone who is working as part of the group, such as a group leader, are not counted in the number. Support groups which provide support functions for parents, carers, or their children, such as breastfeeding or postnatal groups, which have to be delivered in person may continue to meet indoors or outdoors but must follow the same rules as other support groups. 	3X2=6	None planned at present

		<ul style="list-style-type: none"> • All parent and child groups, for the benefit of children under 5 years of age, can meet indoors and outdoors. • Groups should follow the advice in this guidance to ensure that participants follow the system of controls, which will help towards mitigating the risks of COVID-19 for all children and adults in the setting. <p>Group leaders will ensure:</p> <ul style="list-style-type: none"> • a risk assessment is completed prior to groups and activities taking place • social distancing is maintained between adults who do not live together and who are not in the same support bubble • everyone maintains good hand hygiene all should clean their hands regularly, including as they arrive, between activities, and as they leave • adults wear face coverings where social distancing between adults is not possible (for example, when moving around in corridors and in communal areas). See system of controls for more information on face coverings. • (where permitted to be held indoors) the areas used are well ventilated with fresh air (see the section on ventilation) • groups and activities take place separately from areas being used at the same time by registered children attending an Ofsted registered setting • any rooms used by these groups are cleaned after each use • a record of all visitors to the setting is kept 	
<p>Group singing in parent and child groups [early years settings only]</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • From 17 May, where singing is to take place outdoors, multiple groups of 30 attendees can take part. This limit includes children aged under 5 <p>School will follow the system of controls in RA 029 full opening v9.3 & see also RA 023 Music – COVID19</p>	<p>The teacher / room leader ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.</p>

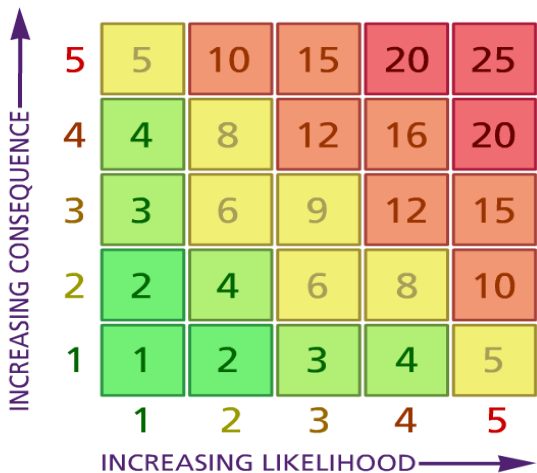
<p>Physical activity in schools</p>	<p>Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)</p>	<p>From 12th April</p> <ul style="list-style-type: none"> • School has flexibility to decide how physical education, sport and physical activity will be provided while following the measures in RA 029 Full Opening of School system of controls. • Pupils are kept in consistent groups • Sports equipment is thoroughly cleaned between each use by different individual groups. • PE lessons can be held indoors, including those that involve activities related to team sports, for example practising specific techniques, whilst following school's system of controls. • Outdoor sports will be prioritised where possible • If indoors school will use large indoor spaces & will: <ul style="list-style-type: none"> ○ maximise natural ventilation flows. ○ maintain social distancing between pupils ○ pay scrupulous attention to cleaning and hygiene. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • School will only consider team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • From 29 March, outdoor competition between different schools can take place. • Indoor competition between different schools will be no earlier than 12 April • Refer to: guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust 		
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		<p>guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</p> <p>using changing rooms safely</p> <ul style="list-style-type: none"> School will work with external coaches, clubs and organisations for curricular and extra-curricular activities and will request their COVID secure risk assessment to satisfy itself all measures are being followed. 		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Where visits can happen outside of school hours, this will be arranged. A record is kept of all visitors. Request risk assessments from contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups 	3X2=6	
Remote Learning	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> School follows Safeguarding and remote education during coronavirus (COVID-19) , as well as statutory guidance on online safety in Annex C of keeping children safe in education. While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. 	3X2=6 If all controls are in place in Column 3 this may be lowered	Teachers have uploaded activities to Tapestry Home learning packs distributed to families. No online live sessions will take place
Uniform	Pupils – thermal discomfort due to increased ventilation	<ul style="list-style-type: none"> The governing board decides whether full school uniform is required. Expectations of uniform are communicated to pupils and parents. 	3X2=6	There is no expectation on children to wear a uniform. Ensure that parents are aware of the ventilation in

		<ul style="list-style-type: none"> To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 		school and advised to dress children warmly
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries, RSI etc	<ul style="list-style-type: none"> Any staff who have not been in school for some time should carry out the Display Screen Self-Assessment on return to school. Make sure their workstation is set up correctly. Adjust chairs, monitor heights all to suit the individual. If some staff are still home-working check with them that there are no issues with their set-up at home. (See RA 028 Home working RA COVID 19) 	3X2=6	Home working self-assessment and display screen self-assessment sent to staff (01.03.21) who continue to work from home
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Kitchen follows: guidance for food businesses on coronavirus (COVID-19) The school’s kitchen is fully open and all servicing and maintenance of equipment up-to-date. 	3X2=6	Jane/ Fiona- please share a copy of this with the kitchen.
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> The school emergency plan has been revised to cover COVID 19 issues. Contingency plans for an outbreak are in place. The school has a contingency plan that can be implemented if restrictions need to be implemented due to coronavirus. Shared with staff and relevant parties e.g. Governors Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	3X2=6	
Additional protective measures for early years settings only] Protective measures in early years settings	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p>Early years settings only</p> <ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible. Parents are encouraged to limit the number of settings their child attends. 	3X2=6	Remind parents about minimising number of settings attended Share sand and water risk assessment with staff

- Social distancing between groups of children and staff is implemented as far as possible.
- The use of communal spaces is managed to limit the level of mixing between groups.
- The use of private outdoor space is maximised to ensure social distancing measures can be adhered to.
- Children are taken to outdoor public spaces, e.g. parks, in small groups, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places.
- Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.
- A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.
- An enhanced cleaning schedule is put in place.
- Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH Policy.
- Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.
- Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.
- All items that are laundered are washed in line with [government guidance](#) ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes.
- Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.
- In line with PHE advice, supervised toothbrushing programmes are re-established using the dry brushing method.

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| | | <ul style="list-style-type: none">• If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. | | |
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
Risk assessment to be shared with parents via website, unions LA and governors	HAP / KK	08.03.21
Door guards to be fitted on identified fire doors to increase ventilation	Caretaking team	ASAP
Fire drill for new starters who began at Ganneys during the national lockdown.	Caretaking team / KK	10.03.21
Before 8 th March school will ensure every tap, shower, and toilet are fully run or flushed for 2 mins. Records kept in water logbook.	Caretaking team	ASAP
All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term.	Caretaking team	ASAP
HP / TH / JO / LC to carry out visual H & S check of classrooms	TH / HAP / JO / LC	Ongoing
All staff to carry out pre-use visual check of playground and outdoor equipment	TH / HAP / JO / LC	Ongoing
Lavender now using the hall for lunch – ensure that hall is clean before and after use	Admin	Ongoing
Ensure that a box of resources is available to use in isolation room in case of suspected case of Covid in school	Key Persons	Before 08.03.21
Vulnerable children have their own risk assessment created by SR – key persons should ensure that they have seen and read before carrying out their work with children	HAP / JO / TH / LC	

Ensure that parents are aware of collection and drop off times as numbers increase.		Before 08.03.21
Ensure that breakfast club / after school club are cleaning resources before and after each session	After school and B'fast club	Ongoing
Staff reminded to use medical face covering in school	Admin	Ongoing
Weekly check in with staff members who are at home. Daily updates provided to all staff to keep them in the loop.	KK	Ongoing
Completed 'Working from home RA 028' for CK	HAP / CK	02.03.21
Risk assessments state pregnant staff will attend where necessary working in a room on their own for the minimum time	KK / Staff concerned	Ongoing
Ensure that visitors to classrooms are shown how to access PPE if none brought to setting	Room leaders / teachers	Ongoing
Outdoor doorstep visits where social distancing can be adhered to only until further notice for FSW / SRW. ECS have provided a separate risk assessment.	FSW / SRW	Ongoing
Member of the safeguarding team onsite everyday	KK	Ongoing
The teacher / room leader ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.	Room leaders / teachers	Ongoing
Ensure that parents are aware of the ventilation in school and advised to dress children warmly	Room leaders / teachers	Ongoing
Share sand and water risk assessment with staff	HAP	02.03.21
Write risk assessment for transition visits	HAP	21.05.21
Action plan agreed with (signature) K Kennedy		
Date 17.5.21		