



Risk Assessment for the full reopening of school for all children following the coronavirus outbreak 2020

Location / Site	
St Pauls C of E Primary School	
Activity / Procedure	
Full reopening of school following the partial school closure for the coronavirus outbreak	
Assessment conducted by	
Cath Palmer- Head Teacher Senior Leadership Team consultation 18/05/2020 Review with Business Manager 09/06/2020 Consultation with Union Representative 10/06/2020 SLT final consultation 11/06/2020 SLT consultation for change 07/07/2020 Business Manager Review 14/07/2020 EYFS lead review 21/08/2020 Chair of Governors review 01/09/2020 Staff consultation 02/09/2020 Head teacher review 04/09/2020 EYFS team review 11/09/20	Teaching staff review 01/10/20 SLT review 21/10/20 Head Teacher review 24/11/20 Business manager review 25/11/20 Business manager review 05/01/2021 Staff consultation 15/01/2021 Head Teacher review 08/02/2021 Head Teacher review 01/03/2021 Staff consultation 02/03/2021

Identify people at risk	YES or NO
Employees	Yes
Children	Yes
Visitors	Yes
Contractors	Yes

[Government guidance current published system of controls are below:](#)

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus in the classroom			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

1. Year group 'bubbles' for pupils and classroom staff will be in place to eliminate mixing between bubbles and minimise risk
2. Children will take part in activities in their class group only and not mix with other classes, using their own classroom or outdoor spaces. Year 1 and Reception to follow timetabled outdoor access.
3. Staff will be placed into two bubbles to ensure effective and safe supervision of classes during staff absence:
 Rec, Year 1, Year 2 and Year 3
 Year 4, Year 5, and Year 6
 Staff to wear masks if visiting another classroom for a longer period of time eg. lesson observations
4. All children and parents are made aware of the infection control procedures and social distancing guidance for when the school opens – information for parents on website, home-school agreements issued for every child in September
5. Remove excess furniture to increase space for alternative seating arrangements – excess items to be stored in cellar
6. In Key Stage 2 classroom desks are to be positioned so children are sat facing the front of the classroom, where possible, in accordance with government guidance
7. Children to use same desk throughout the day. for intervention groups – tables are cleaned in between use
8. Reception/Year 1 to use a group table which will be cleaned pre- and post-activity by an adult – resources and stationery packs will be assigned to each child during the activity and will be handed to each child for group activities
9. In provision:
 Arrange continuous provision and furniture to accommodate learning areas ensuring there is enough space for children to move around and to encourage social distancing, and to purposefully interact with the resources and equipment.
 - only resources that can be cleaned effectively and stored in plastic baskets will be used
 - use Milton to wipe down equipment
 - writing resources used in provision to be regularly cleaned throughout the day
 - rotate reading area books will be rotated to be cleaned or quarantined for each session
 - plastic pencil cases/yoghurt pots with children's names on for their own pencils /crayons
 - children to have their own 'busy book' with their individual picture on for mark making and writing
 - resources used cleaned pre and post activity
 - children using the sand tray will wash/sanitise their hands before and after using the equipment and be closely monitored by staff
 - when using the water tray washing liquid will be used and the water changed at regular intervals throughout the day
 - outdoor equipment to be cleaned after each outdoor session with different bubbles and AM and PM
10. In Years 2-6 children keep to their desks and use the same equipment (stationery packs) provided by school to reduce the need to move around the classroom
11. In Years 2-6 reduce the number of exercise books used
12. Social distancing charter created for and with the children – 'Marching on in March'. Include instructions on how to line up, use of toilet, moving around the classroom. Also focus on social distancing in day to day life outside of school
13. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
14. Children spoken to, away from the class, if cannot adhere to charter and discussions held regarding the need for social distancing, shared area, reflection room and hall to be used for isolation or 1:1 if needed
15. In Years 2-6, lessons are planned for individual work and working in pairs
16. Feedback – using large whiteboard and visualizer and interactive whiteboard, not close interaction

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Direct and indirect transmission of the virus using toilets and poor hygiene whilst toileting			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Toilet time slots allocated to each class to reduce the likelihood of contact with a pupil from another class
Reception/Year1 – where possible a member of staff to supervise children’s visits to the toilet
2. Toilet times for each group to be displayed in each classroom and children reminded of their time slot
3. Allocated toilets for different groups of children:
Year 4, 5 and 6 groups to use KS2 toilets
Year 2 and 3 to use KS1 toilets
Year 1 and Reception to use Early Years toilets
Allocated sinks for each bubble within each toilet/cloakroom area
4. If a child visits the toilet out of their allocated time slot, a member of staff is to accompany the child through the corridor to ensure there is no cross-over in the toilet area with a pupil from another class
5. External toilet doors to be propped open for Key Stage 1 toilets to encourage children to check if the toilets are available and to reduce the touching of door handles
6. Hand sanitiser to be used when returning to the classroom after toilet use as well as washing hands at the bathroom
Reception and Year 1 adults to supervise the use of hand sanitiser on return to the classroom
Outdoor handwashing station in place as you come in the entrance
7. Extra signs in toilet areas on how to wash hands effectively
8. Reception and Year 1 to be taught the correct method of washing hands, this will also be modelled continuously
9. Extra soap and sanitiser ordered to ensure adequate supply
10. Frequent cleaning of push panels and door handles to classrooms/corridors/toilet cubicles to be carried out during the school day by the classroom support staff in every class

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Direct and indirect transmission of the virus waiting to enter school or collect from school			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. One-way system implemented using signage and barriers around the school site 2. There should be no waiting and pupils will enter through their entrances within their arrival time slot 3. A 15-minute time slot will be implemented to spread the flow of parents and children arriving at and leaving the school 4. If children need to be accompanied to their entrance, only one parent should come onto the school grounds 5. Encourage parents/carers to allow children to walk home unaccompanied to and from school in Year 5 and 6 6. If a child is in distress, guide the parent to outdoor sheltered area to spend more time reassuring child and not in the walkway of other parents and children. 7. One entrance pathway and 2 exits routes to be used 8. Instructions and updates for parents/carers are shared via the school website, text notifications and Class Dojo messages 9. Staff to insist on social distancing with families dropping off and collecting and discourage them from waiting/stopping in the one-way system 10. Staff to monitor the entrance and exit to the one-way system to ensure compliance 11. Signage for parents and children displayed around the school site to remind them of social distancing guidelines 12. Additional staff members to be on duty to supervise and direct pupils and parents to their entrances/ exits 13. Staff members to wear face coverings whilst on the playground or supervising the entrances and exits 14. Classroom staff to monitor their class exit at the end of the day to ensure children are dismissed in a timely manner 15. Children are to be ready to leave from the start of the 15min collection time slot to avoid waiting times in the one-way system 		
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Direct and indirect transmission of the virus during outside play at break and lunchtimes			

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Timetables for use of the playground for playtimes and lunchtimes with specific time slots and allocated supervisors 2. Reception/Year 1 separate timetabled lunchtimes for hall and shared outdoor area 3. Place a table at the far side of the hall for those children who need longer to eat their lunch 4. Staff to wear PPE when distributing 'grab bag' school lunches 5. Barriers to be used to ensure pupils are a safe distance from the one-way system pathway 6. Reduced playtime equipment – only equipment with hard surfaces that can be easily cleaned soft material equipment to be quarantined between use 7. Games discussed which encourage social distancing – football passing, hula hoops etc. 8. If children require first aid then member of staff must wear PPE 9. Emergency PPE grab bags to be taken outside for staff on duty Rec/Year 1 PPE bag to always be taken outside for timetabled outdoor provision 10. Children to be reminded of keeping a social distance from adults when outside in the playground 11. Inhalers to be taken outside by adult so children do not need to return to the classroom during the outdoor session 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Direct and indirect transmission of the virus when eating lunch	

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in their allocated classroom at their allocated desk 2. Surfaces to be cleaned prior to eating 3. Children to wash hands/use sanitiser before eating 4. Reception/Year 1 to follow timetabled lunchtime rota with children sat at hall tables 5. PPE equipment to be worn by adults when helping children with their trays/cutting food/pouring water 6. Children who bring a packed lunch from home must keep this in their locker 7. Encourage parents/carers to choose the school meal option, where possible, to reduce the items being brought in from home 8. School meals to be brought into the classroom by staff and taken back to the hall by staff- PPE to be worn when handling the prepared lunches 9. All lunchtime waste to be disposed of immediately after eating- PPE to be worn by staff when handling lunchtime waste 10. Waste to be double bagged before being placed in the external bins 11. Surfaces to be cleaned before the afternoon session 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Direct and indirect transmission of the virus in the corridors			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom as much as possible 2. One child from each class going to toilet at one time within their time slot 3. Staggered playtimes and lunchtimes for each class 4. Groups to access the playground via the classroom fire doors, where possible 5. Classes to use the paths around the outside of the building to move between their classroom and playground 6. Messages to office via radios 7. Staff to use the colour codes to communicate via radio if assistance is required, and the nature of the assistance 8. Emergency code word to be used, if needed, via radio 9. Urgent confidential messages to Head Teacher can be sent via text message or email 10. Staff use empty rooms and alcoves to maximise the distance between each other 11. Agree instructions with children regarding going to, and returning from, the toilet 12. Reception/Year 1 - Daily routine to be discussed and re-visited with children regularly 13. If children are required to move through the corridors outside of their allocated toilet time slot then staff should supervise to ensure safe distances are maintained 14. Classroom staff to supervise in corridors, from a distance, if necessary 15. When moving around school children should maintain a social distance from their peers and staff at all times- this should be practiced regularly from the start of the term 16. Each class should practice their fire evacuation procedures by maintaining a social distance until they reach the assembly point 17. All whole-school activities will be suspended until further notice to reduce the requirement of moving around school 18. Staff and visitors moving around the school corridors (across bubbles) will wear masks 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus through the use of shared teaching resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. In provision: Arrange continuous provision and furniture to accommodate learning areas ensuring there is enough space for children to move around and to encourage social distancing, and to purposefully interact with the resources and equipment</p> <ul style="list-style-type: none"> ○ only resources that can be cleaned effectively and stored in plastic baskets will be used ○ use Milton to wipe down equipment ○ writing resources used in provision to be regularly cleaned throughout the day ○ rotate reading area books will be rotated to be cleaned or quarantined for each session ○ plastic pencil cases/yoghurt pots with children’s names on for their own pencils /crayons ○ resources used cleaned pre and post activity ○ children using the sand tray will wash/sanitise their hands before and after using the equipment and be closely monitored by staff ○ when using the water tray washing liquid will be used and the water changed at regular intervals throughout the day ○ outdoor equipment to be cleaned after each outdoor session with different classes <p>2. I pads, laptops, and headphones to be cleaned after use</p> <p>3. If specialist resources are used, they should be placed in the classroom quarantine box for 72 hours before being returned to storage</p> <p>4. If resources cannot be quarantined then cleaning with Milton or Selgiene is required by special arrangement</p> <p>5. Tables, door handles and other surfaces cleaned with Milton every afternoon</p> <p>6. Strict timetable of cleaning of equipment, tables, door handles and surfaces</p> <p>7. Lessons planned so resources are personalised, where possible, and shared between pairs only if this is necessary</p> <p>8. Resources to be placed on tables ready for the next lesson when the classroom is empty- break time, lunchtime to avoid movement within the classroom when handing out equipment hands are washed/sanitised before and after</p> <p>9. Children encouraged washing hands / using hand sanitiser before and after breaks and toilet. On entry and exit to the classroom and before/after lunchtime</p> <p>10. Reading books and reading records going home on a Tuesday and brought back into school on a Friday to be quarantined for 72 hours. Staff to wear gloves when changing books.</p> <p>11. Additional resources to be supplied to sharing of resources/reading books isn’t necessary</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Whole staff safeguarding training linked to possible spectrum of potential SEMH issues for pupils and their families on return to school in September 2. School to communicate with children and parents before they return to school so that children are prepared Reception/Year1 to follow strict daily routine for children to establish a familiar and regular start to the day 3. SEMH support to be given by Pastoral Team (LM to support) 4. Reflection room to be used for children who require 1:1 support 5. Hall to be used for small group pastoral support if needed 6. Feelings cards to be included in the individual stationery packs for children to show the teacher how they feel 7. Additional break times added to the school day where possible 8. Emotional registers to be displayed in class and used for each pupil daily 9. 'Express yourself' boxes available in class for pupils to write and concerns/ worries 10. Remote Counselling to be made available for children who require additional emotional support 11. SEMH specialist tutoring to be provided by the NTP for identified pupils 12. SEMH enhanced offer from Exceed Academies to audit whole school provision and provide support and staff training 13. Pupil well-being survey undertaken 14. Children to have contact with their teacher via Class Dojo during periods of self-isolation 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. All staff are aware of relevant policies, procedures and government guidance 3. All staff are made aware of any infection control procedures and social distancing arrangements before school reopens 4. Provide training if required by staff – infection control training, child wellbeing training 5. Additional training day to be available to staff at the start of the term 6. Regular reviews of staff well-being to be carried out by the Head teacher and/or Business Manager 7. Staff meetings – virtual and face to face with strict social distancing to discuss concerns and shared control measures 8. Sharing of support helplines 9. Confidential counselling available virtually for those who feel they need it 10. Life- coaching available virtually for those who feel they need it 11. At least one SLT member of staff available on site every day for staff to share concerns with 12. Risk assessments reviewed regularly 13. Regular email updates and reminders to staff to keep them informed of any changes to procedures and protocols 14. Additional designated ‘staff areas’ for use during breaks and to make refreshments: staffroom and shared area 15. Rota for use of staff spaces throughout the day to enable social distancing 16. Provision of PPE for first aiders and in case of a child becoming ill on site and needs close contact with adult 17. Range of PPE available to any member of staff, if they feel they need it 18. Planned time for planning and preparation within the week 19. Individual risk assessments for staff to be reviewed and shared with the staff member in question 20. SLT to closely monitor local guidelines to ensure staff are supported and well informed (for example, in the event of a ‘local lockdown’) 21. Staff will be reassured that they will be informed as soon as possible if a colleague has confirmed coronavirus and there has been workplace exposure 22. Staff offered extra time out of class during heavy workload times 23. ‘Wonder walls’ introduced in staff areas to promote positivity and thankfulness 24. Staff encouraged to take part in meetings virtually where practically possible 25. Teachers able to complete PPA at home to reduce usage of additional meeting rooms 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus for adults due to close contact with children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Face masks available if required 2. Disposable aprons available if required 3. Disposable gloves available if required 4. Facial visors available if required 5. Staff permitted to wear PPE during any tasks where this will make them feel comfortable 6. Procedures in place to ensure staff <u>must</u> wear PPE for administering first aid, and any other specific reason for close contact (see appendix 1) 7. Guidance on donning and doffing PPE to be displayed in designated areas (main office, first aid cupboard, caretaker's cupboard and packed lunch room) 8. Reduced timetable/exclusion/inclusion considered if necessary if children are acting in a way that staff are put at risk 9. Specific procedures in place for the supervision of a child with coronavirus symptoms 10. Reporting procedure in place for unexpected direct close contact (e.g. in emergencies or accidents) so effective contact tracing can be carried out in the event of a confirmed case 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Direct and indirect transmission of the virus due to general poor hygiene			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Hand sanitisation station in all classrooms 2. Hand sanitiser ordered in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children to use hand sanitiser on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Hand washing posters placed in all washing areas 6. Reminders how to wash hands properly by staff – using videos and posters on the eBug website 7. 'Marching on in March' charter created to focus on good hygiene 8. Procedure agreed for children to wash hands thoroughly 9. Hot hand dryers to be disconnected and put out of use 10. Guide shared with parents and children on how to reduce spread of virus at home and in school 11. Staff information handbook issued with hygiene guidance 12. Families issued with detailed information on what to do if someone in their household becomes symptomatic 13. Facial tissues to be available in every room and the 'catch it, bin it, kill it' measure promoted 14. Special 'tissue bins' to be placed in every classroom so this waste can be disposed of appropriately 15. Rec/Year 1 children to be guided to and modelled the correct handwashing technique, how to 'catch it, bin it, kill it' and use of sanitiser at regular intervals throughout the day – adult to supervise where possible 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus due to inadequate cleaning procedures			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton or Selgiene disinfectants 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Classroom chairs to be disinfected weekly as an additional measure 6. Surface of the chair sacks to be cleaned 7. New cleaning schedule implemented to concentrate on high-risk areas 8. Additional cleaner employed to allow for more frequent deep cleaning 9. Site Supervisor and Business Manager to monitor the cleaning standards 10. Contingency plan to be in place for if a cleaner is absent 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus to vulnerable staff and family members			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Actions taken following information and views shared in health and well-being audit 2. Risk assessments for individuals who are clinically or extremely clinically vulnerable with additional procedures 3. Risk assessments for those living with someone who is clinically or extremely clinically vulnerable with additional procedures 4. Government guidance to be closely monitored by SLT to ensure that school responds in a timely manner to any changes in advice for those who are vulnerable 5. Range of communication options offered to provide staff with the opportunity to inform SLT of changes in health of family members 6. Staff will be informed as soon as possible if a colleague has confirmed coronavirus and there has been workplace exposure 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus in main administration office			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Maximum of 2 people to work in the main admin office at any one time 2. 2m social distance to be maintained at all times 3. Office staff to use identified desks to maintain safe distance 4. Signage to be displayed to remind staff of social distancing and to not enter to the main office 5. Office staff should answer their own desk telephone only 6. Telephones, computers and surfaces should be disinfected frequently 7. Staff to clean the intercom handset after use 8. Stationery should not be shared and should be disinfected where this is not possible 9. Windows should be open, where possible, to aid ventilation 10. Leave the drop-down desk panel open to minimise handling 11. Cleaning station in the office for frequent cleaning 12. One allocated member to open correspondence and wear PPE. 13. Staff need to wear masks when entering the office and fill in visitor log sheet. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus when administering medication			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Child should be accompanied to the office by a member of staff from their classroom to ensure a social distance is maintained whilst walking through school 2. If a child has medication in school, the office staff will inform the classroom staff to ensure support is available at the relevant time 3. The member of classroom staff should wait outside the main office area whilst the child administers their own medication, where appropriate 4. Office staff to follow medication procedure as usual, wearing PPE 5. Office staff to record the medication as normal 6. Medication will not be permitted for the purpose of treating symptoms of coronavirus (for example, to treat a high temperature) 7. All medication requests are approved to ensure it is essential that the child requires a dosage during the school day 8. Inhalers should be kept in the pupil's classroom so they are easily accessible without moving around the school 9. Inhalers should be stored inside a plastic wallet for hygiene purposes 10. Inhalers should be taken outside at playtime and lunchtimes in case they need to be administered. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus in visitor entrance			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All visitors to ring the bell and wait for further instruction through the intercom 2. Visitors should not be given access to the building unless prearranged with SLT 3. Visitors will be signed in and out by office staff and ID will not be issued for this temporary period 4. All staff should sanitise their hands upon entry/exit and before signing in 5. External floor marker to be displayed outside the main entrance to indicate where visitors/staff should stand and wait 6. Frequent cleaning of door handles and entry keypads to be carried out during the day 7. Deliveries to be left outside the main entrance where possible 8. Non-essential visitors should be advised not to attend school 9. Parents/carers to be advised that access to the main office is restricted 10. If parents/carers have essential items to drop off or collect, these will be received by a staff member wearing gloves 11. Children arriving late to school will be supervised by their parent/carer outside the building until a member of staff takes over supervision and accompanies the child to their classroom using the outdoor pathways 12. Parents/carers will receive guidance on the importance of arriving within the allocated time slot in the morning to minimise late arrivals at the main entrance 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus in staff areas			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Maximum capacity for staff members to be displayed on the door of 'staff area' 2. Hand soap, sanitiser, and paper towels to be available 3. Antibacterial wipes to be provided to clean appliances before and after use. 4. Signage to be displayed with hygiene reminders 5. Staffroom and other 'staff areas' to be thoroughly cleaned daily 6. Staff to be aware of the working together agreement to ensure social distancing is maintained 7. 'Staff bubbles' to use designated staff areas 8. Seating arranged at a recommended distance to assist with social distancing 9. Signage in place linked to the seating 10. Additional equipment provided so staff resources are not shared between staff bubbles 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus supervising an unwell pupil			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Procedures are implemented and regularly reviewed on how to respond to a suspected case of coronavirus 2. The designated area to isolate an unwell pupil is the Business Manager’s office as this has both ventilation and access to the main visitor entrance for collection by parents/carers 3. An alternative workspace will be given to the business manager if the office is to be used to isolate an unwell pupil 4. SLT should be alerted to the incident immediately in a calm manner 5. Staff supervising the unwell pupil must wear sufficient PPE 6. The quarantine area and/or bathroom area must be thoroughly cleaned following an unwell pupil using the space 7. Family Support Worker will advise families on the requirement for a coronavirus test and ensure this is followed up and school are informed of the result 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Direct and indirect transmission of the virus due to pupils or staff attending school when symptomatic			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All families to receive information on what to do if someone in their household has symptoms of coronavirus 2. Additional first-day calling procedures implemented to establish details when absence reporting for pupils and staff 3. Classroom staff to be informed of specific questions which must be asked to parents/carers if illness is reported directly to them at drop-off or collection times 4. Additional level of absence recording implemented to include further details on illness 5. Signage to be displayed at entrance areas to remind parents/carers and staff that should not enter school if they are experiencing symptoms 6. Follow-up advice on testing and isolation to any symptomatic pupils/families to be given by Family Support Worker 7. Follow-up advice on testing and isolation to any symptomatic staff members to be given by Head teacher or Business Manager 8. Head teacher email address used for correspondence between families and school 24hours a day, 7 days a week if needed 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Appendix 1

To help everyone consider their individual roles and when they may need to wear their face covering, there are some example scenarios below:

<i>Example scenario</i>	<i>Is a face covering required?</i>
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Greeting children on the door at drop-off and having potential contact with parents/carers	Face covering required
Administering first aid	Face covering, gloves and apron required
Handling grab bag lunches or breakfasts	Face covering, gloves and apron required
Visiting another classroom for a specific reason	Face covering required and the room visitor log completed
Visiting the office	Face covering required
Moving around the communal areas out of my 'upstairs/ downstairs' bubble	Face covering required
Helping a colleague and I cannot stay 2m away	Face covering required
Moving around the corridor within my own 'upstairs/downstairs' bubble	Not required
Visiting the bathroom	Not required
Moving around the classroom	Not required
Working with a child from 1-2m away for less than 15 minutes	Not required
During my break in my designated staff area	Not required
Once seated for a meeting when my colleagues are seated 2m away	Not required

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			

