

Area being assessed: **Impact of Coronavirus**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• Parents /Carers</li> <li>• Visitors</li> </ul> <p>These groups are relevant to every section</p>	<p>Everyone will be asked not to come into School if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. While waiting for collection they should either be outside (if possible) or in a well ventilated area at least two meters away from others.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic child who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	<p>All Staff for their own health</p> <p>All staff to notify School Office of any symptoms identified in children.</p> <p>School Office will collect child from class and escort to <b>holding room</b> to conduct initial triage assessment.</p> <p>Once</p>	<p>All staff and parents aware by 1.9.2020</p> <p>Ongoing reviews and reminders throughout Term 1</p>	<p><b>Risk</b> - High</p> <p>To minimise this high risk we are maintaining class bubbles wherever possible.</p> <p>Staff will stay within one bubble wherever possible or consider the appropriate use of PPE where this is not possible.</p> <p>Staff will try to maintain the 2 metre distancing rules where possible.</p> <p>Staff to make themselves aware of where the PPE and sanitising equipment</p>

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		<ul style="list-style-type: none"> <li>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the child has been picked up.</p> <p>Staff are not permitted to take symptomatic children home.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a> and the donning and doffing of PPE guidance and video.</p> <p>If the School becomes aware that a child or a staff member has tested positive for coronavirus, the club will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>The children and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups including school and breakfast club</li> </ul> <p>Close contact means:</p>			<p>is around the school &amp; their class-room.</p> <p>Staff attending First Aid will have: visor; face mask; gloves; apron, available for any close contact with children for an extended time.</p>

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		<ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:               <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the School will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from School		<p>Everyone will be encouraged to walk, drive or cycle into School, and asked to avoid taking public transport.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers collecting children will need to remain at the gate and contact the club mobile. Children will then be brought out of the setting to</p>	<p>Parents and carers will be responsible for their child/ren</p> <p>Staff will be responsible for their safety when travelling</p>	By 1/9/2020 to be shared with parents	<p><b>Risk</b> – Medium</p> <p>Risk can be minimised by taking appropriate steps to avoid public transport and maintaining good hygiene when arriving at School.</p>

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		<p>their parents. While waiting parent/carers will be reminded of the importance of maintaining a minimum 2 meter distance.</p>	<p>to and from School</p> <p>School staff will control entrance and exit arrangements during start and end of school</p> <p>Staff escorting children to the gates will oversee parents waiting.</p>		<p>School staff are requested to use PPE when dealing with any members of the public</p>
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Main site cleaning is conducted by contract cleaners.</p> <p>For all site users during the day:</p> <p>Handwashing facilities will be provided.</p> <p>Sinks are available in all classes &amp; toilets.</p> <p>Surface cleaner &amp; wipes; Soap &amp; Sanitiser will be available for each bubble in the class.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using</li> </ul>	<p>Site Manager is responsible for stock ordering</p> <p>Class teacher / TA will be Hygiene monitor within each bubble.</p>	<p>Ongoing from 02/09/20</p>	<p><b>Risk</b> -High</p> <p>The Hygiene monitor will need to ensure that the PPE, soap and sanitiser is regularly checked for stock within their bubble and that School Office / Site Team are informed of any low stock in a</p>

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		<p><a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use covered bins for tissue waste</li> </ul> <p>Children will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Children will be explicitly taught the 'catch it, kill it, bin it' motto and encouraged to follow this procedure.</p> <p>Help will be available for any children who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Staff who work with children that may struggle with good hygiene due to an SEND need will be provided with appropriate PPE.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>Hygiene monitor will be responsible for stock checking the PPE and sanitiser</p> <p>Staff will regularly re-iterate the hygiene messages</p> <p>School SEND team will discuss any concerns with individual staff working with children who may experience challenges</p>		<p>timely manner so that stocks can be replenished.</p>

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		Lidded bins for tissues will be available in all areas and emptied regularly			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Wipes will be available for staff to wipe down certain surfaces such as keyboards during the day.</p> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the</p>	<p>Site Manager will oversee cleaning schedule</p> <p>Staff will be responsible for the rotating of certain items</p> <p>Parents will be responsible for limiting what their child brings in to avoid excessive items</p>	<p>Sept 2020</p> <p>Then ongoing</p>	<p><b>Risk</b> – Medium</p> <p>Cleaning spray and wipes will be available in each bubble area for staff to use between cleaning times.</p> <p>In order for this to be green (from amber) we need to start the practices immediately to ensure they are effective.</p> <p>These practices will be reviewed regularly (minimum fortnightly) and require feedback from staff on how effective and manageable they are. They will be refined</p>

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		<p>manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Children and parents/carers will be asked to limit the amount of equipment they bring into club each day to essentials like bags, lunch boxes, hats, coats, books (only if essential).</p> <p>Areas of the School that are used by children will be cleaned thoroughly at the end of the day by DupleCheck – Contract cleaners. A specific cleaning schedule has been drawn up.</p> <p>Any resources shared between bubbles, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared spaces will be cleaned between different bubbles using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas</p>	<p>Staff will ensure that they have enough resources and will let Site Manager / School Office know in ample time if replenishment is needed</p> <p>Site Manager to order replacement items.</p>		<p>in accordance with that.</p>

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		<p>that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling children's books.</p>			
Spreading infection due to excessive contact and mixing between children and staff		<p>When deciding how to form group sizes or 'bubbles' we have taken into account:</p> <ul style="list-style-type: none"> <li>• The child's ability to distance</li> <li>• The layout of the school</li> <li>• The feasibility of keeping distinct groups separate while offering a varied learning &amp; play environment</li> </ul> <p>The emphasis for younger children will be on separating groups, and for older children it will be on distancing.</p> <p>Years 3 to 6 in a separate class bubbles.</p> <p>Where children are old enough and capable enough, they will be reminded to maintain their distance and not touch staff or peers.</p>	SLT	Decisions have been made as to how this will work across every class and year group dependent on age and the pupils' ability to socially distance July 2020	Risk - Medium



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		<p>Where possible children will be seated side-by-side and facing forward. Any unnecessary furniture will be moved out of class to allow for this.</p> <p>Play that involves singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Children will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Government guidance states that: staff can work across different groups in order to deliver services, but they will keep their distance from children and other staff as much as they can (ideally 2 metres apart). This may not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. At School, to minimise risk, we have allocated all staff to bubbles from September. We are asking staff to avoid</p>	<p>Staff will monitor and put into place</p>	<p>September 2020</p>	

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		<p>moving between bubbles unless essential and for unavoidable circumstances.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>On-call Playworkers will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the setting will be kept to a minimum.</p>	SLT & SENCO		
Spreading infection due to excessive contact and mixing between children and staff around and outside of the school		<p>Children will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Bubbles of children will have staggered timetables, including snack time, indoor/outdoor play.</p> <p>Movement around the school site will be kept to a minimum and use of external doors and outside movement will be encouraged.</p> <p>Children will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Toilet use will be managed to avoid crowding. Allocated WC's to each bubble with controlled numbers that access them. Staff will need to</p>	All school staff	<p>Sept 2020 shared with parents/staff</p> <p>September 2020 in practice</p>	Risk - Medium

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		<p>manage toilet usage carefully and avoid cross contamination of bubbles. Additional cleaning throughout the day (1330 to 1400hrs) will maintain increased cleanliness levels.</p> <p>Visitors to the setting will be kept to a minimum. Anyone visiting the site will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, which include contact details for the purposes or track and trace.</p>			
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the setting is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Outdoor space will be used where possible.</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>All staff</p>	<p>September 2020</p> <p>Review Mid-September 2020</p>	<p><b>Risk - Low</b></p> <p>Protocols to be drawn up for September to identify fire evacuation drills</p> <p>Will remain Amber until September and policy has been put into practice and can be reviewed.</p>

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Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and assessors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Through cleaning of any rooms after use will be carried out.</p>	<p>SLT</p> <p>Meeting schedulers</p>	July 2020	<p><b>Risk - Low</b></p> <p>Use of Zoom if Staff are confident with its use.</p>
Contractors; Peripatetic Teachers / Staff; Site Visitors coming into school		<p>Where possible any Visitors to site are to be minimised, where and when the situation requires an individual from an external source to attend site they will be required to complete the schools 'Contractor &amp; Visitor Induction Pack', the pack requires the completion of:</p> <ul style="list-style-type: none"> <li>• Pre-Visit Questionnaire</li> <li>• Pre-Visit Questionnaire – Covid-19</li> <li>• Risk Assessment</li> </ul>	<p>SLT</p> <p>Office / Site Manager(s)</p> <p>Meeting schedulers</p>		<p><b>Risk - Medium</b></p> <p>Forms are to be collated and stored in 'Site Visit Folder' &amp; the Visitor information is to be logged on the system prior to their visit.</p> <p>If a Visitor is unable or unwilling to complete the required information then the school can refuse entry to site.</p>

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Individuals vulnerable to serious infection coming into school		The school will continue to follow any shielding guidance in place to decide who should come into the setting.	SLT	1/9/2010	<p>Risk - Low</p> <p>Regular contact with staff and pupils in any vulnerable category is to be maintained.</p>
Staff shortages	<p>Staff : child ratio</p> <p>School Closure</p>	Staff maintain safe working routines	SLT	<p>1/9/2010</p> <p>Ongoing</p>	<p>Risk - Low</p> <p>Staff to continue to maintain safe working practices at all times</p> <p>If the numbers are too high for the staffing level. SLT will review until safe levels are achieved.</p> <p>In the event of no staff able to work then School will need to close until safe level are possible.</p> <p>School Office must ensure that all contact numbers for</p>

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					children and staff are up-to-date .

Assessed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Severity X Likelihood = Risk Rating = Level of Risk**

**Green** - Low Rating

**Amber** - Medium Rating

**Red** - High Rating

**(Medium & High Risk Rating Need further action)**