

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

Location: St. Mary's Primary School Fownhope		Activity: Returning to school after the COVID-19 lockdown/ partial closure					
Task/Equipment/ Materials/Activities	Hazard	Who is at risk?	Current Control Measures	Additional Requirements	By When?	By Whom?	Completion date
High Risk Groups <ul style="list-style-type: none"> • Clinically Vulnerable (CV) • Clinically Extremely Vulnerable (CEV) • Pregnant • Black, Asian and Minority Ethnic (BAME) 	Risk of COVID-19 transmission.	Staff Pupils Parents	<p>A risk assessment is completed for staff in High Risk Groups, and controls are applied in line with government guidance.</p> <p>For Clinically Extremely Vulnerable groups, establish whether remote working is possible, or adjustments can be made to allow social distancing.</p> <p>A New and Expectant Mother Risk Assessment is in place. All NEM Risk Assessments will be reviewed regularly as the pregnancy progresses.</p> <p>Establish a system for communicating with Parents who have concerns over children returning to school, and share information on controls we have in place.</p> <p>During one to one conversation, managers to identify employees with problems working from home, i.e. lack of space, equipment, health (mental); and assist where possible. If a manager is unsure how to assist contact with HR or Board of Governors should be made aware.</p>	<p>All employees to complete questionnaires to ensure we are protecting people who are at higher risk. Individual staff risk assessments completed June 2020 and staff colour coded in accordance with risk rating. Protective measures put in place. HT holds risk assessments and will review every half-term or when circumstances change.</p> <p>SLT to review staff roles and where possible, ensure there is provision for the most vulnerable groups to work remotely, or have changes to their role to enable social distancing. Parents have filled in a concern sheet regarding their children returning to school; these will be discussed by SMT, teachers and pastoral support staff prior to children's return and any necessary arrangements put in place.</p> <p>Consider actions to take with employees who refuse to return to work because of health fears. Staff will be</p>	Completed June 2020 Completed June 2020 Completed June 2020	TM TM TM	June 2020 Reviewed July 2020 June 2020 Reviewed July 2020 June 2020 Reviewed July 2020

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				invited to a conversation and HT will follow HR FAQs.			
Introducing additional pupils and staff members to schools.	Increased numbers of pupils and employees could make social distancing more difficult and increase the likelihood of transmission.	Pupils Staff	<p>Ensure you have sufficient washing/sanitising facilities for returning pupils and staff.</p> <p>Review the School’s “bubbles”. These should be kept as small as possible, and mixing between bubbles should be avoided. Bubbles may range from a single class in to a year group.</p> <p>Bubbles listed below, along with drop off and pick up arrangements.</p> <p>Assess the risk posed by children who may not be able to understand and maintain social distancing and hygiene measures; or who are prone to spitting, biting, physical contact etc.</p> <p>Consider limitations already presented by some lessons, such as PPE requirement, shared equipment, limited class size for DT, access to showers after PE etc.</p> <p>No after school clubs will be run in the autumn term.</p>	<p>Plans must be in place to allow sufficient PPA time for teachers, as this will now include PPA for remote learners.</p> <p>Where they are required, supply and temporary staff must receive the same level of H&S training and instruction as an employed member of staff. All staff will receive training on 1st September at 2pm. Any staff joining the school thereafter will receive this training 1-1 from the HT.</p> <p>Extra-curricular provisions such as breakfast clubs and after school provision will be reviewed, and reinstated where possible. Staff will be briefed as to new rules and systems. ASC will take place outside as much as possible.</p> <p>Logistical issues surrounding extra-curricular activities will be considered, such as drop off and pickup; and how to provide services without mixing “bubbles”.</p>	September 2020 Staff meeting July 2020 July 2020 September 2020	TM HC SLT SLT SLT	August 2020 September 2020 September 2020 September 2020
Standard Health & Safety practices being	Safety standards in the school	Staff Pupils	Documents including H&S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos	Accident reporting arrangements are reviewed, to	August 2020	TM HC	August 2020

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<p>forgotten or not prioritised.</p>	<p>may drop if they are not effectively maintained in parallel to COVID-19 control measures.</p>	<p>Contractors Visitors</p>	<p>Management Plan should be reviewed as usual.</p> <p>Checks will be carried out around the school to ensure that no ACMs have been damaged by rodents or vandalism while the school has been closed or only operating at a limited capacity. To be checked beginning of September 2020.</p> <p>Air conditioning and ventilation maintenance is up to date and records are in place.</p> <p>Where possible regular opening of doors and windows for increased ventilation is in place. Be conscious of fire safety.</p>	<p>ensure all incidents and accidents are reported appropriately following a period of relatively low incident occurrence. This will be covered in the training on 1st Sept.</p> <p>External doors and windows of all classrooms will be kept open throughout the day. External Yellow Class door to be open to provide through flow of air. Temperatures will be monitored – in extremes of weather, doors will be closed.</p>			
<p>Display screen Equipment</p>	<p>Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.</p>	<p>Staff</p>	<p>DSE training and assessments of workstation carried out by all new starters. Actions carried out asap.</p> <p>Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.</p> <p>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</p> <p>Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity.</p> <p>Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen.</p> <p>Noise levels controlled.</p>	<p>Remote workers self-assessment</p> <p>All employees to re-assess their working station on return</p> <p>Check that identified actions from self-assessment are followed up ASAP</p> <p>Line managers to monitor to ensure staff continue to get breaks away from the computer</p> <p>Staff working from home to take additional screen breaks if not able to work at a DSE compliant workstation.</p>	<p>July 2020</p>	<p>SLT</p>	<p>August 2020</p>

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			<p>Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays.</p> <p>Laptop users trained to carry out own DSE assessment for use away from office.</p> <p>Where possible, laptops should be used with separate screen, keyboard and mouse.</p>				
Stress, anxiety and general uncertainty over safety	Staff, pupils and parents could be affected by worries related to Covid-19, i.e. contracting virus, uncertainty, significant decrease/increase in workload, job losses, health fears etc.	Staff Pupils	<p>Staff understand what their duties and responsibilities are.</p> <p>Staff have, through discussion with line managers, been made aware of any new responsibilities they may be expected to hold, and provided with training where necessary. These duties include provision of remote learning and some cleaning duties.</p> <p>Staff can talk to supervisors or manager if they are feeling unwell or ill at ease about things at work.</p> <p>Providing support for workers around mental health and wellbeing.</p> <p>Regular channels of communication such as school website and newsletters are maintained, and kept up to date with current guidance. COVID section on school website, also emails, letters and text alerts used for regular updates.</p> <p>Clear discussion with Parents, and Pupils where age appropriate, over expectations and controls. Letter explaining all information sent to parents 15th July 2020 and on school website. All bubbles will receive a detailed explanation of the new rules and systems in a video assembly from the HT on 2nd September 2020 and a chance to discuss these with their class teacher.</p>	<p>Return to work Questionnaire.</p> <p>Sharing and discussing risk assessment with employees to reassure and take feedback.</p> <p>Staff/Parent/Pupil concerns are taken seriously, and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible.</p> <p>Holidays taken during term breaks should be discussed with staff, due to the 14-day self-isolation requirement.</p> <p>Arrangements put in place for staff who face unavoidable quarantine arrangements arising from COVID-19.</p>	Completed June 2020	SLT	August 2020

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Water supply and Legionella	Legionella risk in water system and the risk of Legionellosis	Staff Pupils	Systems are subject to routine flushing, during the lockdown. Legionella Risk assessment in place and a subject of regular review. Check for any obvious leaks, water damage etc. and both hot and cold water supplies are operational.	Review a need to disinfect the system in accordance with Legionella Control Association LA Guidance on Reopening Buildings (issue date 13 th May 2020)	Completed May 2020	SBM	May 2020
Fire safety	Risk of lack of maintenance, faulty equipment	Staff Pupils Visitors Contractors	Subject to regular inspection. Check fire doors are operating properly and free of damage. Check fire exits are operating properly and free of damage. Ensure gas safety certificate is still current. Check for any signs of a gas leak. Ensure fixed and portable electrical equipment. During evacuations, social distancing does not apply. Social distancing can be applied again once persons have reached safety.	An inspection to be carried to ensure fire safety equipment is in good working order and maintenance records are in place, i.e. fire emergency lights, fire extinguishers, fire alarm Ensure PAT certificates are current. Visual inspections of electrical equipment for damage	Due for completion August 2020	SBM	
Commute to school/work and back	Risk of COVID-19 transmission.	Staff Pupils Parents	Employees to follow Government advice about using public transport Discourage employee use of public transport. Employees encouraged to walk, use a bicycle where possible. Parents discouraged from socialising with other parents, or meeting with them on journey to school.	Consider the way employees travel to work during ‘Return to work conversation’. Car pools discouraged. Maximum one parent/guardian to accompany children. This and not using public transport were included within the letter sent to parents.	SLT to include in letter to parents July 2020	HT	July 2020

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			National and Local Authority guidance for the use of School Transport will be shared with staff and parents.	Children over the age of 11 will be required to wear face coverings on public transport, in line with government guidance.			
Parking vehicles and bicycle storage	Risk of COVID-19 transmission.	Staff Pupils Parents Visitors Contractors	Increase bike storage where necessary Staff, parents and pupils to maintain social distancing when leaving and returning to their cars Vehicles entering/leaving carpark are controlled to avoid congestion.		September 2020	SLT	
Arriving and leaving work/school	Risk of COVID-19 transmission.	Staff Parents Pupils	Reduced numbers of employees permitted on site has been established. Entrance/Exit from the building will be controlled using separate doors for each bubble of children. IN and OUT doors are sign-posted. Hand sanitisers are available at all entry points. Hand washing upon arrival established. Pupil handwashing is supervised. See below schedule. Clearly marked one-way flow at entry/exit points. Cohorts will be controlled so always moving in the same direction.	Staggering of arrival times/leaving times to be implemented. Individual storage for clothing /bags to be identified. Clothing storage solutions to be reviewed Doors left open, or function automatically where possible, to reduce use of push buttons and handles.	September 2020	SLT	
Moving around the building.	Risk of COVID-19 transmission.	Staff Pupils contractors	One-way systems are established and in place, where possible. Alternative controls are considered where this is not possible. Direction of travel in corridors is marked, where one-way systems are in place. Hand sanitiser is provided in lifts, and in areas where	Lift access to be restricted to disabled employees and those with specific conditions or need only. Staff to be informed via training module.	September 2020	SLT	

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			<p>automatic doors or holding open doors is not possible.</p> <p>Employees are discouraged for non-essential trips around the building.</p> <p>Restricted access to certain areas.</p> <p>Use of email/telephone contact between offices/departments is encouraged.</p> <p>Use of stairs is actively encouraged</p>	<p>Signs to be placed by lifts.</p>			
Use of classrooms and offices	Risk of COVID-19 transmission.	Staff Pupils	<p>Review of room layouts to allow people to work further apart from each other. <i>Classrooms arranged so that all desks are facing forward with no face to face seating.</i></p> <p>Review timetables to reduce the need for travel around the site.</p> <p>Where possible, pupil movement to be limited and controlled aid in maintaining bubbles within the school.</p> <p>Movement of specialist teachers around the school to be limited.</p> <p>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</p> <p>Where possible ensure either natural or mechanical ventilation is accessible. Ensure mechanical ventilation has been subject to all relevant checks and inspections. <i>Doors and windows held open to increase ventilation.</i></p> <p>Bins in classrooms and offices should be lidded (foot pedal or swing lid rather than a lifting lid) to reduce infection risk.</p>	<p>Mark areas to help to maintain social distancing.</p> <p>Signage will be displayed and employees will be informed during the training</p> <p>Equipment & textbooks not to be passed between pupils. Staff and pupils will be provided with their own stationery and supplied where this is possible. <i>All pupils to have their own supply of stationery, supplied by the school.</i></p> <p>TA's will support in the supervision on pupils when they have to move around the school.</p> <p>TA's can lead groups, under direction from a teacher, if staff numbers are too limited.</p>	September 2020	SLT	

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			<p>Where it is not possible to move workstations further apart, no face-to-face sitting will be permitted (i.e. screens, back-to-back sitting, all desks facing front etc.)</p> <p>Where ceasing use of hot desks is not possible, cleaning materials will be provided to ensure station is cleaned before and after use.</p> <p>Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact.</p>	Lidded bins provided in all classrooms and staff areas.			
Meetings	Risk of COVID-19 transmission.	Staff Visitors Contractors	<p>Remote tools are used to reduce the need for face-to-face meetings where appropriate.</p> <p>Number of participants attending face-to-face meetings is minimised.</p> <p>2 metres distance between participants is maintained Employees re instructed to avoid sharing physical resource (i.e. pens/paper documents) during meetings.</p> <p>Hand sanitiser is provided in meeting rooms.</p> <p>Mark floors to ensure social distancing to be installed in the meeting rooms, where possible remove/or tape off chairs to ensure compliance.</p>	<p>Each meeting room to be sign posted informing maximum capacity.</p> <p>Communal food not provided during meetings.</p> <p>After a meeting, staff to be encouraged to wipe their working stations (meeting organiser responsible for reminding attendees).</p> <p>Rules of use of meeting room to be distributed to all employees and attendees to meetings.</p>	July 2020	SLT	Completed July 2020
Common Areas	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Use of outside break areas, or lunch taken at desks.</p> <p>Floor marking installed to maintain social distancing.</p> <p>Seating has been configured to reduce capacity and reduce face-to-face interactions.</p>	<p>Create additional break areas where possible.</p> <p>Screens to be installed in the hall to enable two bubbles to eat lunch at the same time – see below schedule.</p>	September 2020		

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			Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc.	<p>Employees to be encouraged to bring own food.</p> <p>Inform employees to clean communal items with the products provided.</p> <p>Place the signs with the cleaning instruction by the communal items.</p>			
Break Times, outdoor areas and Lunch.	Risk of COVID-19 transmission	Staff Pupils	<p>Outdoor areas thoroughly swept for evidence of trespass or vandalism during closure (e.g. damaged perimeter fencing or play equipment, discarded waste or drug paraphernalia, sharps, fire damage etc.)</p> <p>Staff availability must be sufficient to allow suitable breaks throughout the day.</p> <p>Employees are encouraged to remain on-site during breaks.</p> <p>Employees encouraged to take breaks at their desk to avoid mixing and contact with other staff members.</p>	<p>Staggered break periods and lunches.</p> <p>Lunch groups limited to class groups.</p> <p>Children reminded of social distancing before breaks.</p> <p>Hand washing for 20 seconds before and after break periods.</p> <p>Play equipment distributed rather than collected from central location by pupils. 1 'box' per class outside.</p> <p>Sanitize play equipment where possible, and take difficult to clean play equipment out of use. <i>Class teachers to assign staff member to sanitise play equipment after use.</i></p>	September 2020	PE co-ordinator/ PE apprentice	
Accidents, security and other incidents	Risk of COVID-19 transmission.	Staff Pupils Visitors	<p>Accident reporting procedure is in place.</p> <p>COVID-19 cases resulting from exposure in the</p>	<p>First aiders to be provided with hand sanitiser and Personal Protective Equipment where</p>	July 2020	SLT	July 2020

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		Contractors	<p>workplace are RIDDOR reportable.</p> <p>Suspected incidents of COVID-19 reported to the local authority where they are the employer</p> <p>Pupils who become unwell with COVID-19 symptoms at school should be taken to a designated room to await collection (Snug). They should be able to maintain a 2m distance from anyone who needs to enter this room. Parents should be informed immediately and pointed towards government guidance on COVID-19 cases in the household.</p> <p>Anyone who needs to make contact with a symptomatic pupil must wear the appropriate PPE (Gloves, mask, apron). This is available in each First Aid station. Where coughing, spitting or vomiting is possible, goggles should also be worn.</p> <p>If the pupil needs to use a bathroom, the disabled toilet will be used and will be cleaned after use.</p> <p>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <p>If contact with a child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. Instructions for the use of PPE can be found here.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p>	<p>appropriate.</p> <p>Check all first aid boxes, before building is open to ensure gloves, sanitisers and other required items are in place and not expired.</p> <p>Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply. CTs and TAs will take responsibility for their class during an evacuation. Social distancing will be resumed as soon as possible after the evacuation.</p> <p>Fire Marshals staff roles to be assessed separately.</p> <p>Emergency PPE kits for Primary Schools provided by HC, for use only when dealing with a symptomatic person.</p> <p>Where children between 2 & 5 years are present, the School must endeavour to provide a PFA, or as a minimum an EPFA or First Aid at work trained member of staff, and complete a suitable and sufficient risk assessment. All pre-school staff have the paediatric First Aid qualification.</p>			
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			<ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Full guidance on disposal of PPE and waste related to COVID-19 can be found here.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen</p> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p> <p>Establish what disciplinary/supportive measures will be taken for incidents that involve spitting/intentional coughing etc. Following incidents involving spitting/intentional coughing etc. they will be discussed with the CT/SENCO/Parents/Local Authority as appropriate, before action is taken.</p>	<p>If emergency CPR is needed, take advice from emergency services call handlers. Guidance can also be found on the Resuscitation Council website, and the RLSS website. First aiders will be directed to the Resuscitation Council Website for additional information on CPR during COVID.</p> <p>If the child has siblings or other household members in the school, they will be sent home to self-isolate. If possible, they will wait in a separate room for collection. If this is not possible, they will wait with the ill sibling and be asked to stay 2m apart.</p>			
Visitors and contractors	Risk of COVID-19 transmission.	Staff Parents Visitors Contractors	<p>Remote contacts are encouraged and enabled as far as possible.</p> <p>Clear social distancing floor markings are in place for queues, particularly in the hall for lunchtimes.</p> <p>Hand sanitiser is provided for visitors. Where possible, visitors will be sent the risk assessment and a leaflet containing any procedures in advance of their visit. Otherwise they will be advised on arrival.</p> <p>Entry and exit points and flow of visitors has been reviewed and established. Visitors to use front doors but visitors will be pre-arranged and limited in number.</p>	<p>Cleaning system of visitors lanyard/ID to be identified. ID badges will be cleaned with alcohol based sanitizer once returned to the office.</p> <p>Visitors to be asked to bring own pen to sign-in in reception/visitors signed in by reception.</p> <p>Schedules to be revised to limit number on site e.g. contractors and routine maintenance.</p>	September 2020	SLT	

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			<p>Where a pupil or member of staff tests positive for COVID-19, the rest of that group should then self-isolate for 14 days. Parents should be made aware of what is happening to avoid rumours and misinformation spreading. The Head will contact PHE.</p> <p>Clear protocols to be developed, displayed and communicated for all visitors.</p> <p>The number of visitors to the premises is limited and communicated to all employees</p> <p>Cleaning materials to be provided in reception area.</p> <p>Signs and visual aids to be displayed at points of entry and at multiple points in visitor areas.</p>	<p>Maintenance to be reviewed to consider that which can be undertaken outside of normal working hours.</p> <p><i>Only one visitor permitted in the waiting area at a time.</i></p> <p>Employees interacting with visitors, i.e. reception, security to be provided with necessary training on safe working measures</p> <p><i>A zero tolerance approach is being taken to abusive parents, and the police will be called if they refuse to leave the site when asked.</i></p>			
Cleaning	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Waste is removed at the end of each day.</p> <p>In the case of a suspected COVID-19 case presenting in school, cleaning will be carried out in line with COVID-19: cleaning of non-healthcare settings</p> <p>Building cleaning schedules to be reviewed and frequency increased where necessary, including periodic cleaning of shared areas (i.e. between uses).</p> <p>All equipment is cleaned between uses. Safe, disposable materials to be provided for employees to use.</p> <p>Suitable cleaning materials available to all staff.</p> <p>Frequent cleaning of regularly touched surfaces,</p>	<p>Guidance to be established and published on what to do in the event of known or suspected COVID-19 case in the workplace.</p> <p>Use of high touch items such as printers to be reviewed protocols communicated and signposted. <i>Cleaning wipes are provided for use with photocopiers, computer keyboards, etc.</i></p> <p>All staff will be involved in cleaning in some way, within the bubble in which they teach, including touch surfaces and</p>	September 2020	SBM	

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			<p>objects such as door handles to be introduced.</p> <p>Cleaners will make an additional lunchtime visit to clean touch points throughout building.</p> <p>Aprons, masks and gloves provided for cleaners. See cleaning schedule detailed within schedule below</p>	<p>shared equipment. They are trained and provided with any necessary PPE.</p> <p>Dedicated and competent cleaners are employed to undertake cleaning using hazardous substances and deep cleans.</p>			
Hygiene, handwashing, sanitation facilities and toilets	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Posters are displayed in order to build awareness of handwashing techniques and hygiene protocols e.g. avoid face touching, binning tissues etc.</p> <p>Hand sanitisers is provided in multiple locations.</p> <p>All persons to wash hands for 20 seconds with soap and water when entering the building.</p> <p>Alcohol hand sanitizer (60% Vol) provided in frequently used areas. Hand lotion provided for staff who have to wash hands more frequently. Visitors to use hand sanitiser upon entry.</p> <p>Hand washing for pupils to be monitored, and actions such as increased cleaning to be taken where hygiene standards are not sufficient.</p> <p>Tissues and lidded bins provided in class.</p> <p>Hand hygiene reiterated during lesson times.</p>	<p>Toilet cleaning schedules to be reviewed and monitored. The most used facilities to be cleaned more frequently.</p> <p>Guidance on using toilet facilities to be identified and to be shared with staff to achieve social distancing. To be discussed on 1st September – maximum of 2 adults in staff toilets at a time.</p> <p>Enhanced cleaning regime for door handles, bolts, taps and any other objects that could be touched by hands.</p> <p>Supervised toilet visits for pupils where appropriate. Limit number in facilities at one time. One pupil in toilet area at any one time.</p>	September 2020	SBM	
Goods handling, deliveries and onsite vehicles.	Risk of COVID-19 transmission.	Staff Visitors	<p>Protocol to be established for incoming deliveries and goods. Non-contact and or 72-hour isolation where possible. Items to be unwrapped, wiped down where possible and wrapping disposed of.</p>	<p>Pool cars/Shared vehicle (mini busses etc.) usage to be reviewed and cleaning protocol to be established.</p>	July 2020	SBM	

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			<p>Hand sanitiser and hand washing protocols to be established for staff handling deliveries.</p> <p>Protocols to be communicated to staff and information to be displayed.</p>	<p>A protocol to be established for handling waste bins ('in and out' from the building for the collection). Cleaners have been briefed on this.</p>			
Personal Protective Equipment and face coverings	Risk of COVID-19 transmission.	Staff	<p>Which roles/tasks require PPE established by service area manager.</p> <p>School has local supply chain for PPE. School office has contact details.</p> <p>Use of face coverings where a need has not been established to be discouraged (not prohibited).</p> <p>If a pupil is identified as being potentially distressed by staff members using PPE during supervision, if that pupil becomes symptomatic, then parents/guardians/carers should be informed so that they can discuss this with the child before they return to school.</p>	<p>Guidelines on safe use of face coverings to be displayed and to be included in staff training.</p> <p>Where face coverings may need to be used with pupils with a SEND requirement, this is to be explained to parents and pupils in advance (i.e. via letter home to parents).</p>	July 2020	SBM	
Shift patterns and working groups	Risk of COVID-19 transmission.	Staff	<p>Use of meeting rooms is centrally controlled.</p> <p>Mixing of staff from different bubbles to be limited as much as possible.</p> <p>Employees to be clear on what days/times they should be attending work.</p> <p>Areas of common use between different teams and shifts to be identified.</p> <p>Cleaning protocols before and after use of common places to be established and sign posted</p>	<p>Staff room has been moved during the summer holidays to provide space between chairs; staff encouraged to stagger use of staff room.</p>	July 2020	SLT	
Work related travel and Educational Visits	Risk of COVID-19 transmission.	Staff Pupils Public	<p>All non-essential visits have been cancelled, postponed or remote option have been implemented.</p>	<p>Shared vehicles to be cleaned between shifts/handover.</p>	September 2020	SLT	

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			<p>Domestic overnight visits, and visits overseas, will be postponed until advised by government travel guidance.</p> <p>Social distancing measures are applied to visits where possible.</p> <p>PPE is supplied for visits where required by role.</p> <p>Records are kept of overnight stays.</p>	<p>Risk assessments will be completed for educational visits.</p> <p>No visits planned as yet. Risk assessments for any visits will be updated to take COVID-19 precautions and guidance into account.</p>			
Communication and training	Risk of COVID-19 transmission.	Staff	<p>Clear, consistent and regular communication methods are in place.</p> <p>Staff will receive regular updates via email, in addition to the training session on Tuesday 1st September.</p> <p>Parents will be updated via the school website, emails and texts.</p> <p>Employees and Trade Unions are engaged and involved in developing safe working measures.</p> <p>Changes to existing practices are discussed and agreed with Trade Unions.</p> <p>Employees' mental health is a key focus and support measures have been identified, implemented and continually reminded.</p> <p>A communication strategy has been established to ensure that all employees are updated regularly, i.e. Q&A sessions, email bulletins etc.</p>	<p>Employees to receive communication and training prior to returning to work.</p> <p>New procedures to be communicated to employees.</p> <p>Regular review and monitoring of measures to be scheduled.</p> <p>Communication materials including images to be available in different formats/languages where appropriate.</p> <p>Risk assessment to be shared with staff.</p>	July 2020	TM	July 2020
Music Provision	Risk of transmission via shared instruments, singing, chanting, etc.	Staff Pupils	<p>Classrooms arranged to avoid pupils facing each other.</p> <p>Back to back or side by side seating layout.</p> <p>Music classes being taken outside.</p> <p>Group size limited to a maximum of 15 pupils when</p>	<p>Ensure good ventilation where outdoor classes are not possible. Outdoor classes encouraged, especially in the first half of the autumn term when the weather is still mild.</p>	September 2020	TM	

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			singing.	Shows/assemblies to be avoided. Online assemblies planned. Instruments should not be shared.			
Physical Activity/PE	Risk of transmission via contact sports and shared equipment.		Risk assessments for off-site facilities reviewed, and procedures in place in off-site facilities followed. Children to come to school wearing PE kit on their class PE day, to be specified by teacher.	Classes taken outside where possible. Contact sports avoided. No sharing of equipment, and thorough cleaning arrangements between uses. CTs to arrange cleaning of equipment.	July 2020	TM	July 2020
Coach bringing between 20 and 30 pupils to school every day from Hereford Country Bus Station	Risk of COVID-19 transmission.	Staff Pupils	During the closure of the B4224 road between Mordiford and Fownhope, Herefordshire Council has provided a coach (from Jones Coaches, Burley Gate) and funding for up to 2 members of staff (arranged through Hoople) to transport between 20 and 30 children to and from Hereford from the school until the road is re-opened. The following measures have been put in place to ensure that the day-to-day arrangements for running the coach comply with the school's measures to guard against the spread of COVID-19:- <ul style="list-style-type: none"> - All staff to wear face coverings. - Minimum of two staff during any one journey (unless pupil numbers decrease). - At least one staff member will be First Aid trained. - Only one main stop, in order to minimise children getting on/off and passing other children. - Children to embark/ disembark in order so that they don't walk past one another. Children to embark back to front (starts with Red Class, with Violet at the front), but will get off front first. - Children to sit in class 'bubble' groups and to sit in the same seat every journey. - Seating gaps to be left between bubbles of children. No child will sit directly next to a child from another bubble. - Children to sanitise hands on the way onto the bus in the morning (hand sanitiser will be distributed and retained by the responsible adult). - Children to wash hands on the way into school and way out of school. - Children to do up their own seatbelts. - There is no requirement for children to wear a face covering. 		7 th September 2020	TM HC	7 th September 2020

Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

			<ul style="list-style-type: none"> - Coach to be cleaned/ sanitised before each journey. - No food/ drink to be consumed during the journey. 			
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Initial Assessment Review Date 14/07/20	Risk Assessment assessed, reviewed by the following competent person below:	Tasks and control measures agreed by:
Name (PRINT)	Board of Governors Representative: CHRIS MOORE	Name (PRINT): Head of School TIM MILNE
Signature:		Signature: Date: 06/09/2020
Next Review Date: 01/09/2020	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health. You should review your risk assessment:</p> <ul style="list-style-type: none"> • if it is no longer valid • if there has been a significant change 	

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

COVID PROTECTION CONTROL MEASURES CHECKLIST

School Name: St. Mary's CE Primary School Fownhope		Yes	No	
General Management	Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read.	Yes		
	Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils?	Yes		
	Can you confirm that you have shared your school's local COVID-19 policy or procedures with staff and parents	Yes		
	Can you confirm that you have identified any Extremely Clinically Vulnerable staff ¹ (shielded category) and that they are remaining at home and being supported to work at home?	Yes		
	Can you confirm that any staff who live with someone who is Extremely Clinically Vulnerable (shielded), is able to adhere to stringent social distancing in your school ² ?	Yes		
	Can you confirm that any clinically vulnerable staff with pre-existing health conditions ³ are either: <ul style="list-style-type: none"> • working from home where possible - the preferred option, or if this is not possible • working on-site, staying 2 metres away from others where possible, or • the risks have been assessed, discussed and agreed with the member of staff if they will need to work within 2 metres of others. 	Yes		
	Can you confirm that any pupils who are Extremely Clinically Vulnerable ⁴ (shielded category) shall not be attending school and will continue to be supported at home as much as possible	N/A		
	Minimise contact with individuals who have COVID-19 symptoms	Can you confirm you have advised staff/parents/pupils/suppliers not to attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case?	Yes	
		Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household)	Yes	
		Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period	Yes	
	Can you confirm you are aware of local testing arrangements for staff	Yes		
	Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils)	Yes		
	Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to	Yes		

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

³ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

⁴ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

	guidance (go home/await collection by a member of their family or household).		
Frequent hand cleaning	Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving.	Yes	
	Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently	Yes	
	Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available?	Yes	
Good respiratory hygiene	Can you confirm sufficient access to tissues for coughs or sneezes and availability of lidded bins for tissue waste ('catch it, bin it, kill it').	Yes	
Regular cleaning of settings	Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children	Yes	
	Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned	Yes	
Appropriate use and supply of PPE	Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home?	Yes	
	Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils?	Yes	
	Can you confirm you have trained relevant staff how to use appropriate PPE.	Yes	
	Can you confirm you have a procedure for dealing with waste from PPE	Yes	
Minimising contact & mixing (social distancing)	Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact	Yes	
	Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible.	Yes	
	Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time	Yes	
	Can you confirm you have identified how children will arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Yes	
	Can you confirm you have risk assessed and have plans to keep cohorts of small groups of children together where possible every day, ensuring the same teacher and other staff, using the same desks and the same rooms.	Yes	
	Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying one way circulation, staggered lunch breaks, use of toilets and other facilities.	Yes	

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Guidance on the full opening of schools.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> - Guidance on managing the school premises during COVID-19.

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak> - Guidance on attendance in education during COVID-19

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing> - Guidance on teaching about mental health.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august> – Guidance on shielding and protecting extremely vulnerable persons.

<https://www.info.gov.hk/info/sars/en/useofbleach.htm> - information on the safe use of bleach.

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm> - Information on cleaning your workplace to reduce risk from Coronavirus.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> - Advice on the phased return of outdoor sports and recreation.

<https://www.youthsporttrust.org/coronavirus-support-schools> - Resources to support in the delivery of PE and sports.

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> - Guidance on the provision of food in schools and other food businesses.

Class	Rooms and Toilets	In/ Out	Breaks	Cleaning
Violet (28)	Violet Classroom Reception toilets Reception entrance	In 8.30 – 9.00 Out 3.00 to Violet Zone on playground	Morning break 10.15 – 10.30 Outside lunch break 11.45 – 12.15 Lunch in hall Zone 1 12.15 – 12.45 Afternoon break 2.00 – 2.15	Mid-morning clean by TA Toilet areas and tables by cleaners 11.50
Blue (29)	Blue Classroom Year 1/ 5 toilets Double doors into Year 1/ 5 cloakroom	In 8.30 – 9.00 Out 3.00 to Blue Zone on playground	Morning break 10.15 – 10.30 Outside lunch break 11.45 – 12.15 Lunch in hall Zone 2 12.15 – 12.45 Afternoon break 2.00 – 2.15	Mid-morning clean by TA Toilet areas and tables by cleaners 11.50
Green (23)	Green Classroom Year 3/4 toilets Green Class fire door	In 8.30 – 9.00 Out 3.10 to Green Zone on playground	Morning break 10.35 – 10.50 Outside lunch break 12.15 – 12.45 Lunch in hall Zone 1 12.45 – 1.15	Mid-morning clean by TA Toilet areas and tables by cleaners 12.20
Yellow (21)	Yellow Classroom Year 3/4 toilets Old staff room door	In 8.30 – 9.00 Out 3.10 to Yellow Zone on playground	Morning break 10.35 – 10.50 Outside lunch break 12.15 – 12.45 Lunch in hall Zone 2 12.45 – 1.15	Mid-morning clean by TA Toilet areas and tables by cleaners 12.20
Orange (25)	Orange Classroom Year 1/5 toilets Orange Class fire door	In 8.30 – 9.00 Out 3.20 to Orange Zone on playground	Morning break 11.00 – 11.15 Outside lunch break 12.45 – 1.15 Lunch in hall Zone 1 1.15 – 1.45	Mid-morning clean by TA Toilet areas and tables by cleaners 12.50
Red (29)	Red Classroom Year 6 toilets Red Class cloakroom door	In 8.30 – 9.00 Out 3.20 to Red Zone on playground	Morning break 11.00 – 11.15 Outside lunch break 12.45 – 1.15 Lunch in hall Zone 2 1.15 – 1.45	Mid-morning clean by TA Toilet areas and tables by cleaners 12.50