

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

Task/Equipment/ Materials/Activities	Hazard	Who is at risk?	Current Control Measures	Additional Requirements	By Whom?	Completion date
High Risk Groups <ul style="list-style-type: none"> <li>• Clinically Vulnerable (CV)</li> <li>• Clinically Extremely Vulnerable (CEV)</li> <li>• Pregnant</li> <li>• Black, Asian and Minority Ethnic (BAME)</li> </ul>	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>Staff assessed as Clinically Extremely Vulnerable should not work at school during the current lockdown.</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>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. <i>Individual staff risk assessments completed June 2020 and staff colour coded in accordance with risk rating. Protective measures put in place. Risk assessments reviewed and completed for new members of staff January 2021. Any CEV members of staff shielding at home.</i></p> <p>Consider actions to take with employees who refuse to return to work because of health fears. <i>Staff will be invited to a conversation and HT will follow HR FAQs. All staff have spoken with the HT about working in school from January 2021 and their concerns noted.</i></p>	TM  TMT  TM	June 2020 Reviewed July 2020  January 2021  January 2021
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><i>Bubbles listed below, along with drop off and pick up arrangements.</i></p> <p><i>January 2021: new bubbles established with zoned</i></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&amp;S training and instruction as an employed member of staff. <i>All staff received training on 1<sup>st</sup> September at 2pm. Any staff</i></p>	SLT  SLT	August 2020  September 2020  September 2020

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			<p>areas, each with its own team of staff.</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>After school club and breakfast club have been suspended under the current circumstances. Staff furloughed.</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>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>Suspended until the end of national lockdown.</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> <p>No extra-curricular clubs to be run for the foreseeable future.</p>	<p>SLT</p> <p>SLT</p>	<p>September 2020</p> <p>January 2021</p> <p>January 2021</p>
Standard Health & Safety practices being forgotten or not prioritised.	Safety standards in the school may drop if they are not effectively maintained in parallel to COVID-19 control measures.	Staff Pupils Contractors Visitors	<p>Documents including H&amp;S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos 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. Checked beginning of September 2020.</p> <p>Air conditioning and ventilation maintenance is up to date and records are in place.</p>	<p>Accident reporting arrangements are reviewed, to ensure all incidents and accidents are reported appropriately following a period of relatively low incident occurrence. Covered in the training on 1<sup>st</sup> 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</p>	<p>SLT</p> <p>All staff</p>	<p>August 2020</p> <p>January 2021</p>

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			Where possible regular opening of doors and windows for increased ventilation is in place. Be conscious of fire safety.	– in extremes of weather, doors will be closed.  New radiators fitted in Green/ Orange classrooms January 2021 to enhance quality of heating system.	SLT	January 2021
Display screen Equipment	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.	Staff	<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>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>	<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>	July 2020	August 2020

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<p>Stress, anxiety and general uncertainty over safety</p>	<p>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.</p>	<p>Staff Pupils</p>	<p>Staff understand what their duties and responsibilities are.  <a href="#">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.</a></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 well-being.</p> <p>Regular channels of communication such as school website and newsletters are maintained, and kept up to date with current guidance. <a href="#">COVID section on school website, also emails, letters and text alerts used for regular updates.</a></p> <p>Clear discussion with parents, and pupils where age appropriate, over expectations and controls. <a href="#">Letters explaining all information sent to parents regularly throughout autumn term and on school website. All bubbles have received a detailed explanation of the new rules and systems in September and have been given frequent reminders.</a></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> <p><a href="#">Letters explaining all information sent to parents regularly and posted on school website. All bubbles have received a detailed explanation of the new rules and systems in January and have been given frequent reminders. Several online meetings held with staff January 2021 to ensure a system that is workable and safe for everyone.</a></p>	<p>Completed June 2020</p> <p>HT</p> <p>SMT</p> <p>SMT</p>	<p>August 2020</p> <p><a href="#">January 2021</a></p> <p><a href="#">January 2021</a></p>
<p>Water supply and Legionella</p>	<p>Legionella risk in water system and the risk of Legionellosis</p>	<p>Staff Pupils</p>	<p>Systems are subject to routine flushing, during the lockdown.</p> <p>Legionella Risk assessment in place and a subject of</p>	<p>Review a need to disinfect the system in accordance with <a href="#">Legionella Control Association LA Guidance on Reopening</a></p>	<p>SLT</p>	<p>May 2020</p>



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				Bus between Hereford and Fownhope suspended January 2021.		January 2021
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.	Staggered arrival/ departure times allow congestion to be minimised.	SLT	January 2021
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. <a href="#">See schedule. Updated January 2021.</a>  Clearly marked one-way flow at entry/exit points. <a href="#">Cohorts will be controlled so always moving in the same direction. Three bubbles from January 2021 all use separate entrances/ exits.</a>	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.  <a href="#">Teachers/ classrooms re-assigned January 2021 to maintain three separate ‘zones’ for the three bubbles with no possibility of overlap.</a>	SLT	January 2021
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-	Staff to be informed via training module.  <a href="#">New instructions issued January</a>	SLT/ all	January 2021

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			<p>way systems are in place.</p> <p>Employees are discouraged from 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>2021. Staff to stay in designated zone whenever possible and to wear a face covering when in communal parts of the building. Children not to leave their zone. First Aid administered by group staff within separate zones. No children to visit the office.</p>	staff	
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> 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>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>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>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 &amp; 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> <p><i>Lidded bins provided in all classrooms and staff areas.</i></p> <p><i>All listed measures reviewed and</i></p>	SLT/ all staff	January 2021

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			Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact.	still in place January 2021. Children spaced out as much as possible within groups/ classrooms.		
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.</p> <p>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> <p>Most meetings conducted 'virtually'. When meeting physically, ventilation and distancing will be accommodated.</p>	July 2020	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>Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc.</p>	<p>Create additional break areas where possible.</p> <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</p>	SLT/ all staff	January 2021

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				<p>instruction by the communal items.</p> <p style="color: green;">Children to eat within their own zone. Staff to eat within separate zone. Sanitiser and cleaning materials placed in each zone.</p>	SLT/ staff	January 2021
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>All breaks to be taken in separate groups in separate places.</p> <p>Children reminded of social distancing before breaks.</p> <p>Hand washing for 20 seconds before and after break periods.</p> <p>Sanitise play equipment where possible, and take difficult to clean play equipment out of use.</p> <p style="color: green;">Play equipment distributed between the three groups and not to be used by any other group.</p>	SLT/ staff	January 2021
Accidents, security and other incidents	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>Accident reporting procedure is in place.</p> <p>COVID-19 cases resulting from exposure in the 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</p>	<p>First aiders to be provided with hand sanitiser and Personal Protective Equipment where 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>	SLT/ all staff	July 2020

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			<p>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). <a href="#">This is available in each First Aid station.</a> Where coughing, spitting or vomiting is possible, goggles should also be worn.</p> <p><a href="#">If the pupil needs to use a bathroom, the disabled toilet will be used and will be cleaned after use.</a></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 <a href="#">here</a>.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> </ul>	<p>Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply. <a href="#">Teachers and TAs will take responsibility for their class during an evacuation. Social distancing will be resumed as soon as possible after the evacuation.</a></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 &amp; 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. <a href="#">All pre-school staff have the paediatric First Aid qualification.</a></p> <p>If emergency CPR is needed, take advice from emergency services call handlers. Guidance can also be found on the <a href="#">Resuscitation Council website</a>, and the <a href="#">RLSS website</a>. <a href="#">First aiders will be directed to the Resuscitation Council Website</a></p>	
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			<p>Full guidance on disposal of PPE and waste related to COVID-19 can be found <a href="#">here</a>.</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. <a href="#">Following incidents involving spitting/intentional coughing etc. they will be discussed with the CT/SENCO/Parents/Local Authority as appropriate, before action is taken.</a></p>	<p><a href="#">for additional information on CPR during COVID.</a></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><a href="#">Clear social distancing floor markings are in place for queues, particularly in the hall for lunchtimes.</a></p> <p>Hand sanitiser is provided for visitors. <a href="#">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.</a></p> <p>Entry and exit points and flow of visitors has been reviewed and established. <a href="#">Visitors to use front doors but visitors will be pre-arranged and limited in number.</a></p> <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</p>	<p>Cleaning system of visitors’ lanyard/ID to be identified. <a href="#">ID badges will be cleaned with alcohol based sanitiser once returned to the office.</a></p> <p><a href="#">No signing in required by visitors themselves; office staff will complete this.</a></p> <p>Schedules to be revised to limit number on site e.g. contractors and routine maintenance.</p> <p>Maintenance to be reviewed to consider that which can be undertaken outside of normal working hours.</p> <p><a href="#">Only one visitor permitted in the waiting area at a time.</a></p>	SLT/ all staff	January 2021

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			<p>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>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. No issues with this during the autumn term.</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 <a href="#">COVID-19: cleaning of non-healthcare settings</a></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, objects such as door handles to be introduced.</p> <p><i>Cleaners will make an additional lunchtime visit to clean touch points throughout building.</i></p> <p><i>Aprons, masks and gloves provided for cleaners. See</i></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 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</p>	SLT/ all staff	January 2021

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			cleaning schedule detailed within schedule below	cleans.  January 2021; staff have been reminded to be rigorous with cleaning.		
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 sanitiser is provided in multiple locations.</p> <p>All children to wash hands for 20 seconds with soap and water when entering the building. <b>All adults to sanitise hands on entry to the building.</b></p> <p>Alcohol hand sanitiser (60% Vol) provided in frequently used areas. Hand lotion provided for staff who have to wash hands more frequently. <b>Visitors to use hand sanitiser upon entry.</b></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. <b>Maximum of 2 adults in staff toilets at a time.</b></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. <b>One pupil in toilet area at any one time.</b></p>	SLT/ all staff	January 2021
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. <b>Items to be unwrapped, wiped down where possible and wrapping disposed of.</b></p> <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>Pool cars/ shared vehicle (mini busses etc.) usage to be reviewed and cleaning protocol to be established.</p> <p>A protocol to be established for handling waste bins ('in and out' from the building for the collection). <b>Cleaners have been briefed on this.</b></p>	SLT/ cleaners	January 2021

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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. <a href="#">School office has contact details.</a></p> <p>Use of face coverings where a need has not been established to be discouraged (not prohibited).</p> <p><a href="#">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.</a></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>	SLT/ SENDCO	July 2020
Shift patterns and working groups	Risk of COVID-19 transmission.	Staff	<p>Use of meeting rooms is centrally controlled.</p> <p><a href="#">No mixing of staff from different bubbles, only at a distance in communal areas – a face covering should be worn.</a></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><a href="#">There is now a designated ‘staff break area’ in each of the three separate zones. No staff to enter other staff zones.</a></p> <p><a href="#">A staffing schedule has been established, detailing members of staff allocated to various groups and their hours. A weekly rota is published for each group.</a></p>	SLT/ all staff	<a href="#">January 2021</a>
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>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>Risk assessments will be completed for educational visits.</p> <p><a href="#">All visits on hold until further notice.</a></p>	SLT	<a href="#">January 2021</a>

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			PPE is supplied for visits where required by role. Records are kept of overnight stays.			
Communication and training	Risk of COVID-19 transmission.	Staff	<p>Clear, consistent and regular communication methods are in place. Staff will receive regular updates via email, in addition to the virtual staff meeting on 6<sup>th</sup> January 2021. 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&amp;A sessions, email bulletins etc.</p>	<p>Employees to receive communication and training prior to the start of the new term.</p> <p>Any 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 assessments to be shared with staff.</p> <p>All staff have received rotas, timetables and risk assessments ahead of the new system for three groups beginning on Monday 11<sup>th</sup> January.</p>	SLT/ all staff	January 2021
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 singing.</p>	<p>Ensure good ventilation where outdoor classes are not possible.</p> <p>Outdoor classes encouraged.</p> <p>Shows/assemblies to be avoided.</p> <p>Singing can be built into class Teams sessions where children can join in from home and only a handful of children sing in their</p>	Teachers / group leaders	January 2021

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				zone in school. 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 joggers/ leggings on specified days.	Classes taken outside where possible.  Contact sports avoided.  No sharing of equipment, and thorough cleaning arrangements between uses. Group leaders to arrange cleaning of equipment.	SLT/ group staff	January 2021
Mental well-being of staff, pupils and parents	Likely detrimental effect on mental health caused by anxiety about the virus and the latest restrictions.	Staff Pupils Parents	SLT have made school as safe as possible in the current circumstances. See above. Staff have an open relationship with the SLT and are encouraged to share any worries. Timetables are as flexible as possible to allow teachers as much time as possible to co-ordinate the remote learning. Group leaders appointed in all three zones to liaise between the group and the headteacher.	TM to keep in regular contact with all staff and help to find ways to keep their workload manageable. TM to keep staff informed of any changes to rules/ routines. Staff to keep a close eye on any vulnerable children. Staff to identify any children at home who are not engaging with remote learning or whom they are concerned about in terms of the support they are receiving at home. Refer any concerns to SLT. Teachers to keep in regular contact with parents though email/ Seesaw/ Tapestry and relay any concerns to SLT.	All staff SLT	January 2021
Accommodating ‘critical worker’ children in the Group1 bubble on a Friday when pre-school is closed	Lack of adequate supervision of pre-school aged children	Pupils	A fully qualified teacher (with early years experience) and a level 3 EYFS qualified teaching assistant will be on the premises at all times (within the Violet Zone). The teaching assistant has a paediatric first aid qualification. When supervised at break and lunchtimes, one of the above staff will always be present. The paediatric first aider will always be on	Lessons to be timetabled so that the pre-school children are always with at least one of the EYFS qualified staff, with three other staff in Violet Zone for support.	SLT Group 1 staff	January 2021

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			hand if she is not directly supervising the children. In the absence of a paediatric first aid trained member of staff, refer to Section 7 of <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a>			
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Initial Assessment Review Date 14/07/20	<b>Risk Assessment assessed, reviewed by the following competent person below:</b>	<b>Tasks and control measures agreed by:</b>	
Name (PRINT)	Board of Governors Representative: CHRIS MOORE	Name (PRINT): Head of School TIM MILNE	
Signature:		Signature:	Date: 13/01/2020
Next Review Date: 20/02/2021	<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"> <li>• if it is no longer valid</li> <li>• if there has been a significant change</li> </ul>		

## 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	
<b>General Management</b>	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 <sup>1</sup> (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 <sup>2</sup> ?	Yes		
	Can you confirm that any clinically vulnerable staff with pre-existing health conditions <sup>3</sup> are either: <ul style="list-style-type: none"> <li>• working from home where possible - the preferred option, or if this is not possible</li> <li>• working on-site, staying 2 metres away from others where possible, or</li> <li>• the risks have been assessed, discussed and agreed with the member of staff if they will need to work within 2 metres of others?</li> </ul>	Yes		
	Can you confirm that any pupils who are Extremely Clinically Vulnerable <sup>4</sup> (shielded category) shall not be attending school and will continue to be supported at home as much as possible?	N/A		
	<b>Minimise contact with individuals who have COVID-19 symptoms</b>	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	Yes		

<sup>1</sup> <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>

<sup>2</sup> <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>

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

<sup>4</sup> <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*

	new suspected cases (staff and pupils)?		
	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 guidance (go home/await collection by a member of their family or household)?	Yes	
<b>Frequent hand cleaning</b>	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	
<b>Good respiratory hygiene</b>	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	
<b>Regular cleaning of settings</b>	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	
<b>Appropriate use and supply of PPE</b>	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	
<b>Minimising contact &amp; mixing (social distancing)</b>	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.