



COVID-19 RISK ASSESSMENT

Durham Lane Primary School



NOVEMBER, 2020

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the COVID-19 secure principles.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.


You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

This document is current at the date published, please check the relevant Government departmental guidance regularly for updates.

Risk Assessment	COVID-19 re-opening arrangements – version 2	
School	Durham Lane Primary School	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection PLEASE READ IN CONJUNCTION WITH OUR DETAILED WHOLE SCHOOL REOPENING PLAN
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Author:	Helen Gregory Head Teacher	Date:	14-11-20
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Quality Assurance Check by Manager / Line Manager		Date:	
Distribution to	Chair of Governors and Governing Body Caretaker Teaching staff	Support Staff Premises Staff (Midday Supervisors/cleaning staff)	External Providers External Coaches

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Arriving at and leaving school	Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately	Any further control measures that the School will adopt?	Assign this control measure to a nominated person. Helen Gregory Rowenna Robinson	Give a deadline for this, before the School re-opens. New signage on 01-09-20 on PDDay.	Record when this was completed. May 2020

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Safe Social Distancing 1m+ rule.</p> <p>Entrances.</p>	<p>on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>Remind everyone of need to social distance. Staff should aim for 2m and should avoid face to face contact with adults and children.</p> <p>Manned to monitor observance of 2mt safe social distancing and to remind of good hand and respiratory hygiene.</p> <p>Conspicuous signage to illustrate safe social distancing.</p> <p>Markings and posters to illustrate one systems introduced, avoiding pinch points. Barrier outside where appropriate.</p> <p>One way systems introduced where practicable.</p> <p>Furniture to be re-arranged to main practical safe social distancing</p> <p>Communication between pods/classes/senior leadership team to be established via Microsoft teams</p> <p>Desks in classrooms forward facing in rows.</p>	<p>COVID-Secure floor stickers, [footprints, directional signage, catch it - bin it - kill it , hand and respiratory hygiene etc].</p> <p>Arrival – flexible 15 minute drop off as insufficient staff for staggered arrival. One-way system in place for adults and children on playground. There will be marks/signage on floor/fence so parents/children stay 2m apart. See Opening Plan.</p> <p>Dfe Covid guidance available for reference in the school office</p> <p>To be arranged by Helen Gregory and One it technician To ensure goggle teams automatically opens after log on Classes will be reminded of hygiene. Children will be sitting directly next to each other to accommodate full classes.</p>	<p>Helen Gregory</p> <p>Helen Gregory</p> <p>James to construct barrier.</p>	<p>01-09-20 on PDDay.</p>	

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Exit routes	<p>Departure of children will be staggered to avoid congestion. Parents will be given set points to queue observing social distancing.</p> <p>Contact situations reduced including assemblies, and carpet time. Avoiding pods passing in corridors areas around school.</p>	<p>Staggered lunchtimes and break times, entrance and exit times clearly planned – see return to school opening document</p>			
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes back up to normal i.e. 19-30 children.</p> <p>Areas such as EY, playground, sports court, forestry area, pond, school field, under canopies, timber trail, can be accessed – please see playground timetable.</p> <p>Limited equipment available – no sharing between pods. Each class to have their own small box of playground equipment resources. EY- outdoor play –enhanced hygiene routines – children to wash hand on exit and re-entry into school</p>	<p>There will be staggered break times and children will be supervised to maintain social distancing. Classes will be assigned to particular areas to avoid loss of social distancing.</p> <p>Class teachers to be given anti-bacterial wipes/disinfectants to clean down outdoor playground equipment</p>	Teaching staff		July 2020
Hygiene	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>Persons encouraged not to touch their mouth, eyes and nose.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available.</p> <p>Frequent hand washing and drying. Alcohol gel is for adults in circumstances where hand washing is not immediately practical e.g. lunchtime supervisors will carry individual supply</p> <p>Catch it, bin it, kill it posters displayed in each classroom and corridors</p> <p>Additional tissues available and plastic nappy bags for face mask coverings if children wish to wear them when coming into school.</p> <p>Resources available to support effective messaging available from the eBug coronavirus</p>	<p>Class teachers and teaching assistants</p> <p>Helen Gregory</p>		July 2020

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	<p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, desks, seats, light switches, toilets, sinks etc. See cleansing guidance.</p> <p>*Following manufacturer's instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p> <p>Each child allocated a tray in their pod for their own personal items. These should be located in area that will minimise congestions when accessing them.</p> <p>Children should not bring in big book bags or personal items from home. Reading books can be sent home daily in plastic wallets.</p> <p>Lunch boxes should be stored in the classroom not in the central areas.</p>	<p>website.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings.</p> <p>Children to bring their own plastic pencil cases to school with own equipment in which will be kept in school. Labelled handwriting pencil.</p> <p>Shared equipment will be kept to a minimum, e.g paintbrushes, books etc and will be wiped as frequently as possible.</p> <p>Children will be asked to bring a small bag only to school and to bring some PE shoes in which will be left in their bag on their coat peg.</p> <p>To ensure lunch boxes do not go into the hall, centrally – to keep in classrooms</p>	<p>Class teachers</p>		

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	<p>Where possible, all spaces should be well ventilated, opening windows or doors where practicable, or using fans to move air.</p> <p>Some pupils with complex needs who may be unable to maintain good hygiene, may require an individual risk assessment to support these pupils and staff working with them, to ensure they obtain face to face education.</p>	<p>Advice on <u>Air conditioning and ventilation during the coronavirus outbreak</u> is available from the Health and Safety Executive.</p> <p>Doors, toilet doors to be opened, windows in classrooms and corridor doors to be left open</p>			
Vulnerable People	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>See the <u>guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> for the current advice.</p> <p>The Department of Education advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in the <u>Guidance for full opening of schools</u>, in line with the school's own workplace risk assessment.</p> <p>In all respects, the <u>clinically extremely</u></p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of Self-isolating if these are experienced.</p> <p>All staff have been given relevant documentation by the Head Teacher and will continue to be sent updates as available.</p> <p>A copy of the process for carrying out individual, risk assessment for clinically vulnerable and clinically extremely vulnerable employees to assess their needs before a safe return to work is available here.</p> <p>For further advice and guidance regarding the individual risk assessment process, please contact:</p> <p>Human Resources: SMHR@stockton.gov.uk Public Health: Public.HealthTeam@stockton.gov.uk Health & Safety: healthandsafetyunit@stockton.gov.uk</p>	Helen Gregory September 2020		

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	<u>vulnerable</u> should now follow the same guidance as the <u>clinically vulnerable</u> population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.				
Shielding and protecting people who are clinically extremely vulnerable.	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>See the <u>guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> for the current advice.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).</p> <p>Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households</p>	<p>The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>If parents of pupils with significant risk factors are</p>			

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BAME backgrounds	where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. These staff can return to school in September as long as the system of controls set out in the Guidance for full opening of schools , are in place.	concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school			
Pregnant Staff	Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).	The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women . This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.	Helen Gregory		
Office Areas.	Managers to assess who is required to come into the office and have the minimum amount of staff present or introduce a staggered working day. Consider a one-way system to reduce the risk of crossing paths with others. Clear signage detailing the arrangements and procedures in place. Hot desking and the sharing of equipment should be avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces	For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres . Staff must clean the telephone once they have used it.	Caroline Ennion		

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	<p>should be cleansed after use and before use by the next person.</p> <p>Where it is not possible to remain 2m apart, consider whether the environment can be redesigned to maintain a 2m distance, or 1m with mitigation where 2m is not viable, for example using screens or barriers, staff working side by side, or facing away from each other, rather than face to face if possible.</p> <p>Staff and cleaners to complete regular contact points & surface cleaning.</p> <p>Photocopier use to be limited to one person per time. Staff to reduce the need to use the photocopiers and wash hands after use.</p> <p>Technology should be utilised where possible, rather than the use of meeting rooms.</p> <p>Photocopier use to be limited to one person per time.</p>	<p>Main Hall to be used for staff meetings and CPD</p> <p>Photocopier to be cleaned once used with wipes.</p>	<p>Teaching staff</p> <p>Teaching staff</p>		
First Aid	<p>Staff First Aid training will be renewed in September/October 2020 – already booked.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>All staff understand how to deal with a potentially symptomatic person. All provided with plan and 'Donning/Doffing' guidance. Isolation room is the library.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>All staff are first aid trained and will continue to deliver first aid to pupils within their class. If eczema becomes a problem, parents will be</p>	<p>All Staff</p> <p>Helen Gregory to monitor the provision of first aid resources</p> <p>Helen Gregory to create a permission form</p>	Sept/Oct twilights	

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		asked to provide hand cream which children will apply themselves under close supervision. If staff feel they can't manage cleaning and injury effectively, parents will be called.			
Students / Staff display symptoms	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, should not attend school and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection which sets out that they must self-isolate for at least 10 days from when the symptoms start and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>Where the staff member tests positive for COVID-19, action should be taken as per Government guidance Working Safely</p>	<p>See opening plan.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone</p>			August 2020

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	<p><u>During COVID-19, In Offices and Contact Centres at sections 7.1.1 & 7.1.2 .</u></p> <p>Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, <u>COVID-19: Cleaning in non-healthcare settings outside the home.</u> The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person.</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>General Illness – if a child is unwell normal procedures on sickness to apply. Following on Public Health England Guidance</p>	<p>who is unwell.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance.</u> More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</p>			

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Personal Protective Equipment (PPE)	<p>PPE guidance can be found here.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult.</p>	Box of PPE supplies available with the first aid station – non-fiction library	Helen Gregory		July 2020
Cleaning arrangements	The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.	<p>Additional cleaners in at 11.30am and 1.15pm.</p> <p>Public Health England has published</p>	James McCullen Caretaker and Helen Gregory	By 2.9.20	

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	<p>Alcohol gel will be available in each classroom in circumstances where soap and water are unavailable.</p> <p>Cleaners to be allocated cleaning baskets with necessary products to minimise the sharing of resources.</p> <p>PPE aprons and gloves to be available for cleaners when carrying out their duties</p> <p>Cleaners to work in delegated areas as assigned minimising contact with one another (socially distancing)</p> <p>All cloths/mops to be laundered on a hot wash daily.</p> <p>Hand hygiene stations provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p>	<p>revised <u>guidance for cleaning non-healthcare settings</u> to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>Consider those susceptible to skin irritations such as eczema , psoriasis, ichthyosis and dermatitis, due to frequent hand cleansing, balanced against the risk of combustion associated with excessive use of emollient creams, including products that do not contain paraffin.</p> <p>Awareness raising information available from the Medicines and Healthcare products Regulatory Agency available <u>here</u>.</p>			
Minimise contact between groups and individuals.	<p>Consistent reduced groups have been used in the summer term to reduce the risk of transmission.</p> <p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Groups are kept apart, avoiding large gatherings such as assemblies or collective worship with more than one group.</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p>	<p>For the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on pods within their system of controls and increase the size of these groups.</p> <ul style="list-style-type: none"> to implement smaller group sizes, if achievable, are recommended. Class pods Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. <p>.</p> <ul style="list-style-type: none"> Staggered start, break and finishing times 			

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	They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	communicated to parents and pupils. Arrangements to dispose of temporary face coverings in a covered bin, or for reusable face coverings to be placed in plastic bags they can take home with them, and to wash their hands before headlining to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. More information on pupils with education, health and care plans can be found in Annex B .			
Extra curricular activity	Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.		After school club		
Physical activity in schools	Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where	External facilities can also be used in line with government guidance. Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as			

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	possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.	the Association for Physical Education and the Youth Sport Trust . Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.			
Contingency Plans for outbreaks	For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.	See section on remote education support .	To develop remote learning policy November 2020		
Premises management	All normal legionella prevention procedures in place.	Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.	James McCullen	September 2020	
Water Hygiene	As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage. This may result in warming of water in internal plumbing systems, microbiological				

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	<p>regrowth or increased uptake of plumbing metals. Unless steps are taken before the building is reoccupied there is a risk of adverse</p> <ul style="list-style-type: none"> Water fountains to remain out of use <p>Preopening all taps in all areas to be thoroughly run and all sink areas and tap subject to thorough cleaning and disinfection of the system</p>				
Fire Management	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing. All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied. This will include: -</p> <ul style="list-style-type: none"> a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. a full discharge test of the emergency lighting system across the site a visual inspection of all fire extinguishers to ensure that they 	<p>Remind staff of keeping some social distancing during fire drill or evacuation.</p> <p>Completion of Fire Safety log checks and updating of records</p> <p>Fire drill completed and log devised. Drill to be completed weekly until all children are in school - HG to coordinate</p>	<p>Team Leads to coordinate Fire safety plans and add to pod information</p> <p>Information displayed in each classroom of nearest fire exit points</p> <p>Helen Gregory to plan and action fire drills</p>	September 2020	

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	<p>are correctly located, full and not obviously damaged</p> <ul style="list-style-type: none"> checking that fire escape routes are clear of any obstructions checking that final fire escape doors are unlocked and operational checking the operation of internal fire doors to ensure that they close properly <p>Fire evacuation planning for each pod to be shared with all staff – (map of location of each pod to an exterior assembly point during a fire to be shared with staff)</p> <p>Fire drills to be completed in the first week of each new transition of pods arriving in school.</p>				
Review behaviour policy	<p>N/A</p> <p>Review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.</p>		Elaine Barrett renewed Oct 2020		September 2020
Individual pupil risk assessments	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> pupils who need specific care, which cannot be delivered whilst ensuring social distancing potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	<p>Staff working with any child with intimate care plan will review the plan with parents as soon as is practically possible. Gloves will be worn as usual practice.</p> <p>1:1 lunch staff to try and maintain distancing. New child to school requires support with eating – assess on first meal on transition day 09-09-2020.</p>	Helen Gregory with Zeba Afsar	09-09-2020.	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Control of Contractors	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <p>All non-essential works , ie decorating, should be delayed in light of the current situation.</p> <p>Control of contractors documentation should be updated and made available in preparation of the contractor attending site.</p> <p>For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building plans (where available) could be left in an isolated and secure area.</p> <p>Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p>		Caroline Ennion		July 2020
Safeguarding	<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils.</p> <p>Schools must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u></p>	<p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with school nurses is important</p>	Helen Gregory and Elaine Barrett		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.			
Catering	The government expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) .		School cook		September 2020

	Name	Date	Comments
1 st review by	Elaine Barrett	13-07-2020	
Quality assurance check by manager / line manager	Jacky Ball	13-07-2020	

	Name	Date	Comments
2 nd review by	Helen Gregory	14-08-2020	Updates in red 14.8.20
Quality assurance check by manager / line manager	Clair Robinson Chair of Governors	14.08.20	

Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

Risk Assessment template prepared by:

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