

# RISK ASSESSMENT Coronavirus (Covid 19)

<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice</b> (REVISION 2) – 19/05/2020 <b>(Page 1 of 39)</b>		<b>DATE OF ASSESSMENT</b> 22.05.20
<b>ESTABLISHMENT/SCHOOL</b> Fellgate Primary School	<b>SECTION/TEAM</b> All	
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, trainees, students and visitors		<b>HOW MANY ARE AFFECTED?</b> 250+
<p style="color: red;"> <b>Steps of admitting more pupils (school has been open to between 8 - 10 pupils each day during lockdown)</b>  <b>This document has been produced in conjunction with all Government guidance</b>  <b>All risk has been assessed to minimise the spread of the virus as far as possible</b>  <b>The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible</b>  <b>It is staff members' responsibility read and understand this document and implement the measures described</b>  <b>It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures</b> </p> <pre> graph LR     A[Determine capacity of school building] --&gt; B[Determine Staff available to work on-site]     B --&gt; C[Liaise with parents regarding intention to return pupils to school]     C --&gt; D[Undertake &amp; review RAs &amp; develop action plan]     D --&gt; E[Share re-opening plans with Governing Body and staff]     E --&gt; F[Make necessary adaptations to site]     F --&gt; G[Complete identified actions]     G --&gt; H[Inform parents of re-opening plans &amp; expectations]       </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Health and Safety Policy</li> <li>● First Aid Policy</li> <li>● Child Protection Policy</li> <li>● CYP Response Plan</li> <li>● DFE Guidance relating to COVID19</li> <li>● The Health and Safety at Work etc. Act 1974</li> <li>● Management of Health and Safety at Work Regulations 1999</li> <li>● Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul>		

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DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<ul style="list-style-type: none"> <li>• First Aid Regulations 1981</li> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> </ul>				
Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</li> </ul>	Yes	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>• Caretaker has continued with daily and weekly checks around school in line with his job description.</li> <li>• All external inspections have taken place as arranged.</li> <li>• All repairs have been undertaken via STC Asset Management Dept.</li> <li>• All PAT Testing conducted prior to Covid lockdown.</li> <li>• Insurance arranged and checked via STC.</li> <li>• Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by Cleaning team.</li> <li>• Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</li> <li>• All current school RA reviewed.</li> <li>• Covid 19 RA shared with staff.</li> <li>• Appendix to Safeguarding and Child Protection policy shared with staff, governors</li> <li>• There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible SD will be</li> </ul>	L

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			maintained if safe to do so at assembly point.  <b>Fire procedure:</b> <ul style="list-style-type: none"> <li>○ During this period, it cannot be guaranteed that fire wardens will be available.</li> <li>○ The teacher in classroom group is therefore to take charge of pupils and staff in their bubble (group) and ensure everyone leaves the building.</li> <li>○ All other staff to ensure they leave the building as soon as possible.</li> <li>○ Office staff to ensure a record of all staff on site is available. It is essential that all staff inform the office if they leave the premises at any time.</li> <li>○ Teacher to inform office staff of any missing people from their group.</li> <li>○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden.</li> <li>○ Reception staff to telephone 999 emergency services as soon as possible.</li> <li>○ Fire evacuation point to remain as school yard.</li> </ul>	
	A 'BUILDING RA COVID' assessment has been completed for the general running of the building.  <b>NB:</b> TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom	This document will be used as our operationa	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>● New internal layouts and access points agreed.</li> <li>● Staff entrance – main entrance depending upon which building working in.</li> </ul>	L

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	<p>doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>	I & building RA	<ul style="list-style-type: none"> <li>• Pupil entrance and exit</li> </ul> <p>Group A 8.50-9.00 Base door                      Group B 8.50-9.00 Yard use classroom door, Parents and staff do not cross bridges                      Group C 9.15 -9.30 Yard use classroom door, Parents and staff do not cross bridges                      Group D 9.30 – 9.45 Yard use classroom door, Parents and staff do not cross bridges                      Group E 9.15 Base Door                      Group F 9.45 -10.00 Yard use classroom door, Parents and staff do not cross bridges</p> <ul style="list-style-type: none"> <li>• Classroom and office doors to be open during use.</li> <li>• Hall door to be open when the main reception area is staffed but closed when vacated.</li> <li>• All external fire doors to remain closed as per normal building practice.</li> <li>• All fire escapes routes to be kept clear at all times, as per normal building practice.</li> </ul>	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<p>Lead/Head teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice - <a href="#">Actions for education &amp; childcare settings to prepare for wider opening from 1 June 2020</a>.</p> <p>Teachers share key information about hygiene daily. LHT, DHT and HOS to remind children at the start of the day. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video and <a href="#">e-Bug</a> resources to teach pupils about hygiene – information posters are displayed around the school and every classroom.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• <b>Soap and water is more effective than using sanitisers</b></li> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>• follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> </ul>	Yes	<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• Daily updates from DFE forwarded to HT. HT read info within the updates and action as necessary. Info shared with wider school population as necessary.</li> <li>• All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.</li> <li>• Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken.</li> <li>• HT to share video of school on social media. This will show school population the measures we have taken to allow more pupils to attend school. This will also be used by parents to prepare pupils for the changes they will see when attending.</li> <li>• Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards.</li> </ul>	Reduced to L  By employment of additional cleaner
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	<ul style="list-style-type: none"> <li>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul>		<ul style="list-style-type: none"> <li>After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</li> <li>HT, SBM and Caretaker will ensure all cleaning in school will be at the highest level.</li> <li>All classroom groups will have a hand sanitiser station.</li> <li>All pupils and staff members have access to soap and water - either in classroom group or in the toilet areas.</li> <li>All groups to have designated sinks and toilets areas.</li> </ul> <p>Sink Area</p> <ul style="list-style-type: none"> <li>Group A – Base KS2 sink</li> <li>Group B – Key stage 1 toilets</li> <li>Group C - KS 2 toilets</li> <li>Group D – Sink in KS2 corridor</li> <li>Group E – Sink in Base KS2 corridor</li> <li>Group F – Acorns sink</li> </ul>	

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			Toilet area <ul style="list-style-type: none"> <li>● Group A – Base toilets</li> <li>● Group B – Key stage 1 toilets</li> <li>● Group C/D KS 2 toilets</li> <li>● Group E – Base toilets</li> <li>● Group F – KS1 toilets</li> </ul> Sanitiser stations outside each classroom <ul style="list-style-type: none"> <li>● Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> <li>● All pupils issued with their own stationery wallet - items and bag to be cleaned by pupils at the end of each day.</li> <li>● Individual resources to be put on chair at the end of the day. This is to enable cleaners to thoroughly clean table at the end of the day. Cleaning team will put resources back on table so chair can then be thoroughly cleaned.</li> <li>● All classes to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils.</li> <li>● All pupils' work will be stored in paper wallet. No school exercise books will be used during this period. No marking of work is expected during this period.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>• Teachers to supervisor hand washing and hand sanitising.</li> <li>• All classroom groups and work areas - windows to be opened frequently during room use to allow fresh air to circulate.</li> <li>• Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</li> <li>• All pupils to ensure they wear clean recently washed clothes each day, no uniform required.</li> <li>• Paper towels to be provided as an alternative to hand dryers.</li> <li>• Waste bins in each room and frequently emptied, all waste removed at end of each day.</li> <li>• Ventilation has been checked and maintained by SBM and caretaker.</li> <li>• Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</li> <li>• Goods entering the site will be cleaned</li> </ul>	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure	<ul style="list-style-type: none"> <li>• ensure that all adults and children:                             <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• ensure that bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>• Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</li> <li>• Adequate cleaning supplies and facilities around the school are in place.</li> <li>• Arrangements for longer-term continual supplies are in place.</li> <li>• Sufficient time is available for the enhanced cleaning regime to take place.</li> </ul> <p>There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through</p>		<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• All classroom groups will have a hand sanitiser station.</li> <li>• All pupils and staff members have access to soap and water - either in classroom group or in the toilet areas.</li> <li>• All groups to have designated sinks and toilets areas.</li> </ul> <p>Sink Area</p> <ul style="list-style-type: none"> <li>• Group A – Base KS2 sink</li> <li>• Group B – Key stage 1 toilets</li> <li>• Group C - KS 2 toilets</li> <li>• Group D – Sink in KS2 corridor</li> <li>• Group E – Sink in Base KS2 corridor</li> <li>• Group F – Acorns sink</li> </ul> <p>Toilet area</p> <ul style="list-style-type: none"> <li>• Group A – Base toilets</li> <li>• Group B – Key stage 1 toilets</li> <li>• Group C/D KS 2 toilets</li> <li>• Group E – Base toilets</li> <li>• Group F – KS1 toilets</li> </ul> <p>Sanitiser stations outside each classroom</p> <ul style="list-style-type: none"> <li>• Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> </ul>	

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	to universities, plus parents - 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)		<ul style="list-style-type: none"> <li>• Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>• Teachers to supervisor hand washing and hand sanitising.</li> <li>• All classroom groups and work areas - windows to be opened frequently during room use to allow fresh air to circulate.</li> <li>• Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</li> <li>• Paper towels to be provided as an alternative to hand dryers.</li> <li>• Waste bins in each room and frequently emptied, all waste removed at end of each day.</li> <li>• Ventilation has been checked and maintained by SBM and caretaker.</li> <li>• Classroom groups to clean individual resources at the end of the school day.</li> <li>• Internal doors to remain open where it is safe to do so. Doors to be labelled with notice</li> <li>• SBM to regularly check cleaning and handwashing supplies and order in good time.</li> <li>• Fridays designated to deep clean areas. Priority group areas to be cleaned on a Friday</li> <li>• Sensory room and swing to be used only by LR</li> </ul>	

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Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	If anyone develops coronavirus (COVID-19) <a href="#">symptoms of coronavirus</a> in an education setting they must be sent home and advised to follow the <a href="#">staying at home guidance</a> . <ul style="list-style-type: none"> <li>• 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 of the child and with appropriate adult supervision if required.</li> <li>• Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should 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).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care</li> <li>• If a member of staff has helped someone who was taken unwell with <a href="#">symptoms of coronavirus</a>, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other</li> </ul>	<input checked="" type="checkbox"/>	<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• Symptom advice shared on social media. “Do not attend ...” poster shared with parents.</li> <li>• Quarantine classroom. MS – Willows. RB - Apples</li> <li>• Named first aider on site at all times when pupils are present. If the named first aider is off due to sickness, DHT will allocate staffing to cover this. If it is not possible to have a first aider on site, staff to inform SLT of the incident. SLT is aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider.</li> <li>• PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely.</li> <li>• Staff and pupils can wear face coverings if they feel this is necessary but is only for staff giving first aid.</li> <li>• Staff and pupils wearing face covering are advised to:</li> </ul>	

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	people. You can find guidance <a href="#">on cleaning in non-healthcare settings</a> .  <a href="#">guidance-to-educational-settings-about-covid-19</a>		<ul style="list-style-type: none"> <li>○ wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it.</li> <li>○ Avoid touching face or face covering as you could contaminate them with germs from hands.</li> <li>○ Change face covering if it becomes damp or or you have been touching it.</li> <li>○ Continue to wash hands regularly.</li> <li>○ Change and wash face covering daily.</li> <li>○ If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste.</li> <li>○ Practise SD whenever possible.</li> </ul> <ul style="list-style-type: none"> <li>● Any child showing any symptoms will be taken to the quarantine classroom to await their parents collection.</li> </ul> <p><b>Procedure for pupils with symptoms</b></p> <ul style="list-style-type: none"> <li>● Classroom staff take child to first aid / sick bay area. Child to sit near window and open window.</li> <li>● Classroom staff phone named first aider to come over to classroom.</li> <li>● When first aider arrives, they put on all necessary PPE equipment.</li> <li>● Once first aider is prepared, classroom staff can now return to their classroom.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• First aider to stay with child until collected.</li> <li>• Office staff to call parents if any child shows any symptoms.</li> <li>• Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, reception staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue.</li> <li>• Once area is clear after use, first aider to inform office staff and who will inform caretaker of cleaning requirement.</li> <li>• Full area not to be used until cleaning is carried out. Demonstrate with signage</li> </ul> <p><b>Person with symptoms –</b></p> <ul style="list-style-type: none"> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare</li> </ul>	

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**ACTIVITY:** Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 39)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. <ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>• As part of the national <b>test and trace programme</b>, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the</li> </ul>	

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			<p>whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.”</p> <p><b>Normal first aid:</b></p> <ul style="list-style-type: none"> <li>• Normal first aid to be only carried out in this area.</li> <li>• Classroom staff to take child to quarantine classroom and telephone named first aider to come over to building.</li> <li>• Child to sit near window, with window open.</li> <li>• When first aider arrives, they put on all necessary PPE equipment.</li> <li>• Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>• HT to ensure all first aid kits are checked on a weekly basis and supplies replenished.</li> <li>• First aiders to follow government guidelines.</li> <li>• First aiders must wash their hands or use hand sanitiser before and after treating a casualty.</li> <li>• First aiders to consider cross contamination that could occur which was covered in their training.</li> </ul>	

**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 39)****DATE OF ASSESSMENT**

<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place  ☐ if not</b>	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>
			<ul style="list-style-type: none"><li>• All waste will be disposed of by cleaner during the day.</li><li>• First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day.</li><li>• All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact</li><li>• First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed.</li><li>• If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained.</li><li>• CPR – please see the link in the attached regarding CPR for paediatrics.</li></ul>	

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**ACTIVITY:** Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 39)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<p style="text-align: center;">COVID CPR Public Info.pdf</p> <ul style="list-style-type: none"> <li>• First aider to clean areas used during this process before returning to classroom bubble.</li> </ul> <p><b>Administration of medication:</b></p> <ul style="list-style-type: none"> <li>• Administration of medication will be performed in the usual manner, ensuring SD measures at all times.</li> <li>• First Aider will administer medication as required to those pupils who require it.</li> <li>• Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom.</li> <li>• Gloves must be worn during this process and hands washed before and after process.</li> <li>• All areas used during this process must be cleaned by staff member administering the medication.</li> </ul> <p><b>Cleaning of toilets after use:</b></p> <ul style="list-style-type: none"> <li>• Toilets to be cleaned at lunchtimes</li> <li>• Quarantine classroom - MS disabled toilet will be used by pupils needing to use it.</li> </ul>	

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**DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			Quarantine classroom - Base lemons toilet will be used by pupils needing to use it.	
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">staying-at-home-and-away-from-others</a> have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p>	<input checked="" type="checkbox"/>	<p><b>FPS Actions:</b></p> <ul style="list-style-type: none"> <li>HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.</li> <li>Staff rota in place - all staff aware of when they are expected to work in the school building. Staff to inform DHT if they can not work due to child care issues</li> <li>All staff have been informed that if they wish to attend school building and they are not on the rota that day, they must seek permission from HT before doing so. They must inform the office staff who will then alert the care taker to clean the area used.</li> <li>Remote working will be completed where possible.</li> <li>Where staff are delivering food parcels SD should be maintained. Vehicle cleaned after each use.</li> <li>HT has called all staff who cannot work during this period due to health concerns.</li> <li>Where shielding is required, copy of government letter presented and are not expected to work in school building. Staff members to keep HT up to date with developments.</li> </ul>	

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**ACTIVITY:** Coronavirus (COVID-19) Spread and Government Advice (Page 19 of 39)

DATE OF ASSESSMENT

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none"> <li>• Pregnant staff members - not to work in school - will work at home.</li> <li>• Other staff members with vulnerable health concerns have been encouraged to work at home where this is available.</li> <li>• If working on school premises, SD must be adhered to. PPE and cleaning products available to all.</li>   <li>• RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is staff's professional responsibility to read this document.</li>   <li>• Staff briefing / training to staff in a small group before the wider opening of the school.</li> <li>• If a staff member does not agree with any part of the RA, they are to email the Head with their concerns or the Union representatives. These will be discussed with HT and other SLT and answer given as soon as possible.</li>   <li>• Staff have been and will continue to be given opportunity to raise any concerns</li> </ul>	

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**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39)**

**DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input checked="" type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			they have around their safety via the Union reps – K Marsh NEU and A Walker Unison. <ul style="list-style-type: none"> <li>• All affected staff members have been kept up to date with developments and have spoken to HT.</li> <li>• All staff invited to attend weekly “Wellbeing Wednesday” meeting with HT where updates are given from 10.06.20 at 3.30</li> <li>• Staff are briefed on a Friday by email, before school starts in small groups.</li> </ul>	
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>	<input checked="" type="checkbox"/>	<p><b>FPS Action:</b>                      Audit of parents undertaken.                      All parents were asked:</p> <p>(a) have your household circumstances changed - ie you have been asked to return to work - and you need a place at school for your child due to childcare issues; and</p> <p>(b) if you were offered a place at school for your child, would you accept it?</p> <p>All parents asking for a place for their child - the pupil was risk assessed, taking into account any health issues within their family at present before offering a school place.</p> <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.</p>	

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**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 39)****DATE OF ASSESSMENT**

<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place  <input type="checkbox"/> if not</b>	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>
			<p>Pupils not offered a place will be encouraged to continue learning with school's daily homework tasks.</p> <p>Class Teachers will continue to call these pupils weekly to check in on them and ensure all is well.</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p>	

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**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)**

**DATE OF ASSESSMENT**

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing</li> </ul> <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>PHE is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p> <p>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>For pre-school children in early years settings, the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Primary schools:</p> <ul style="list-style-type: none"> <li>• Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).</li> <li>• If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Pupils within a resource base provision will require more reminders of all measures than mainstream pupils.</li> <li>• EY pupils will need more reminders than older pupils</li> <li>• All rooms in use will have posters and health information on display - specifically targeted at pupils.</li> <li>• Each day will start with teacher asking - have you displayed any of these symptoms since you left school last night. Symptoms - a new, continuous cough, a high temp, loss of taste and/or smell. A PowerPoint to reinforce rules.</li> <li>• All PCs will display a health message.</li> <li>• Actions performed by school to ensure contact between people is kept to a minimum:</li> <li>• Separate Staff entrance depending upon where class group is based.</li> <li>• Individual Pupil entrance and exit see above</li> </ul> <p><b>Detail:</b></p>	

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	<ul style="list-style-type: none"> <li>• Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.</li> <li>• Desks should be spaced as far apart as possible.</li> </ul>		<p><b>1. Reception area / sign in &amp; out area</b></p> <ul style="list-style-type: none"> <li>• Office staff to sign visitor in and out</li> <li>• Pens and other equipment must not be shared within reception areas</li> <li>• Essential visitors - reception staff to sign them in and out on paper record.</li> <li>• Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</li> <li>• All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar.</li> <li>• All staff members and visitors to use hand sanitiser upon leaving the reception area.</li> </ul> <p><b>2. Pupil Entrance</b> – pupils to come into yard at designated time, parents will be expected to socially distance, staff to remain behind bridge, children to cross bridge and come into classroom through classroom door.</p> <ul style="list-style-type: none"> <li>• Group A – 8.50-9.00 Base door</li> </ul>	

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**DATE OF ASSESSMENT**

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			<ul style="list-style-type: none"> <li>● Group B - 8.50-9.00 Yard use classroom door, Parents and staff do not cross bridges</li> <li>● Group C- 9.15 -9.30 Yard use classroom door, Parents and staff do not cross bridges</li> <li>● Group D 9.30 – 9.45</li> <li>● Group E 9.15 Base Door</li> <li>● Group F 9.45-10.00</li>   <li>● Identified classrooms will be class groups.</li> <li>● Group A – Plums</li> <li>● Group B - Hawthorns</li> <li>● Group C- Oaks</li> <li>● Group D Sycamores</li> <li>● Group E Blueberries</li> <li>● Group F Maples</li> <li>●</li> <li>● Entry and Exit procedure. Group B, C, D, E and F will walk from the yard - through the outdoor classroom door and straight to their classroom group. Procedure for collecting pupils from yard to walk from classroom door to parent.</li> <li>● Entry and Exit procedure. Group A&amp;E to use Base main doors. Times for taxi drop offs staggered</li> </ul>	

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			<p><b>3. Staff breaks</b></p> <ul style="list-style-type: none"> <li>• Timetabled rota</li> </ul> <p><b>4. Lunch</b></p> <ul style="list-style-type: none"> <li>• All staff and pupils will be entitled to receive a school lunch - to be eaten with pupils within the classroom group in hall.</li> <li>• Group A 11.45 Base Hall</li> <li>• Group B 11.45 MS Hall (12.00 when GF start)</li> <li>• Group C 12.00 MS Hall (12.15 when GF start)</li> <li>• Group D 12.15 MS Hall (12.30 when GF start)</li> <li>• Group E 12.00 Base</li> <li>• Group F When this group starts MS hall times will change this group at 11.45</li> <li>• Staff are encouraged to bring in their own food, although food will be provided if required.</li> <li>• Parents can request to bring own packed lunch with prior agreement from the Head Teacher</li> </ul> <p><b>Procedure:</b></p>	

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DATE OF ASSESSMENT

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			<ul style="list-style-type: none"> <li>• Menu for lunch the following day will be given to classroom staff by kitchen staff during the afternoon and lunch choices will be made then. Classroom staff to email lunch requirements to reception staff before 1.45pm each day. Allergies to be reported to kitchen staff. Home/school agreement to list allergies/dietary requirements.</li> <li>• Reception staff will inform kitchen of menu choices before 2.00pm each day. If menu choices are not made by 1.45pm, there will be no guarantee of menu choices for adults and pupils the next day.</li> <li>• Lunches will be delivered to designated hall (see above) by kitchen staff at set times and dishes collected afterwards.</li> <li>• When non classroom staff collect their lunch, SD measures to be followed at all times.</li> </ul> <p><b>5. Pupils arriving by transport:</b></p> <ul style="list-style-type: none"> <li>• Vehicles drive to drop pupils off.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Pupils leave the transport and be collected by staff member</li> <li>• Transport times staggered</li> <li>• Parents to use car park at shops</li> <li>• Taxi drivers and escorts to wear PPE</li> <li>• School car park to be used for staff, taxis, deliveries or essential visitors</li> </ul> <p><b>6. Recording of attendance:</b>                      Education classes to be recorded electronically each day within 5 minutes of starting school and 1.00pm                      Priority class to inform office, office to complete DfE register by 12.00pm                      HT or DHT to complete daily register reporting to LA by 12.00pm</p> <p><b>End of day:</b></p> <ul style="list-style-type: none"> <li>• Parents to collect pupils at designated time. Parents to wait in yard and pupil will be dismissed by class teacher and walk to parents.</li> <li>• Staff in main school to remain behind the bridge.</li> <li>• Transport - pupils be escorted to taxi.</li> <li>• Home / school agreement to state if Y6 pupil can walk home or will be collected.</li> </ul>	

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			<ul style="list-style-type: none"> <li>● Rec/Year 1 pupils must be collected from school yard at designated time.</li> </ul> <p><b>7. Yard &amp; outdoor space</b></p> <ul style="list-style-type: none"> <li>● Yards - timetabled for use by different class bubbles /group at different times.</li> <li>● Field - two areas - timetabled for use by different class bubbles/group at different times.</li> <li>● No adventure trail equipment to be used</li> </ul> <p><b>8. Moving from yard to classroom group</b></p> <ul style="list-style-type: none"> <li>● Each group will be timetabled with outdoor times. Teacher collects pupils from yard and takes them into their classroom via individual class door.</li> </ul> <p><b>9. Transport</b></p> <ul style="list-style-type: none"> <li>● Masks must be worn by adults and pupils whilst on transport.</li> <li>● PPE has been given to transport contractor.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• The use of masks is mandatory - NB highest rate of death from virus is with bus and taxi drivers.</li> <li>• All pupils (with consent) to use hand sanitiser before entering transport.</li> <li>• All pupils will be allocated a seat on transport and they must stay in this seat, with their seatbelt on, for the duration of transport. If a pupil refuses to sit in allocated seat or refuses to wear a seat belt, this will be reported to SLT. SLT will discuss with parents.</li> <li>• Transport will have the right to refuse entry into their vehicle of any pupil who continually refuses to follow these rules.</li> </ul> <p><b>10. Classroom Group</b></p> <ul style="list-style-type: none"> <li>• Each classroom allocated for use during this period has been measured by Caretaker.</li> <li>• Max occupancy of pupils per room:                             <ul style="list-style-type: none"> <li>○ Oaks room = 12</li> <li>○ Sycamore room = 9</li> <li>○ Willows room = 9</li> <li>○ Hawthorns = 9</li> </ul> </li> </ul>	

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			<ul style="list-style-type: none"> <li>○ Chestnuts = 9</li> <li>○ Maples = 10</li> <li>○ Acorns = 16</li> <li>○ RB rooms = 6</li>   <li>● Sanitiser station located at entry of each classroom - all pupils and staff must use this (with consent) on their entry to classroom.</li>   <li>● All staff members who would normally occupy the above rooms have been given the opportunity to remove any personal items from room before set up of classroom bubble.</li>   <li>● All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble which adheres to SD and other H&amp;S requirements.</li>   <li>● CT and caretaker to set each classroom bubble up during the week before the staggered return to school</li> </ul>	

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			<p><b>11. Equipment</b></p> <ul style="list-style-type: none"> <li>• Pupils will be given a see through container with their name on holding their own stationery.</li> <li>• All items and bag to be cleaned by pupil at end of each day.</li> <li>• All classes will be given a box of outdoor and sporting equipment for their use.</li> <li>• All equipment and box will be cleaned by pupils at the end of each day.</li> <li>• All pupils' work to be stored in paper wallet. No work to be undertaken in school exercise books. No marking of work is expected during this period.</li> <li>• Water play is not advised due to risk of transmission. Wet hands can spread the virus which is why people are advised to thoroughly dry their hands after washing</li> </ul> <p><b>12. Cleaning</b></p> <p><b>Additional Cleaning of toilets:</b></p> <ul style="list-style-type: none"> <li>• Toilets to be cleaned at midday</li> <li>• MS Quarantine room -disabled toilet will be used by pupils needing to use it</li> </ul>	

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			whilst in this area. Base Quarantine room – toilets by Lemons to be used  Please note information throughout this document regarding cleaning of specific areas.  <b>13. Non classroom staff locations</b> <ul style="list-style-type: none"> <li>● Office staff, 2.5 days x 2. Office staff to clean keyboard, phone, monitors, lap top, entry system, pens, handles at the end of 2 days.</li> <li>● HT – her office</li> <li>● DHT - his office</li> <li>● SBM – her office</li>   <li>● Admin and FSW staff - on rota with 1 in on 2.5 days (JU, HT) - to be located in reception area - one at reception desk and other behind glass screen.</li>   <li>● All non classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Halls will not be used other than for lunch, movement breaks if weather is poor, non-classroom and staff walking to their work areas. Staff will be expected to clean down any resources used during this time such as laptop. Staff will be expected to use PE equipment boxes. Hall doors will be open during school time. Antiseptic wipes will be available in the hall.</li> <li>All deliveries to school - items to be left by main school doors and office staff to distribute asap - boxes/items to be wiped down before distribution.</li> <li>Staff and pupils should not be working away from their designated area unless their specific role allows for this.</li> </ul>	
Risk of coronavirus infection spreading due to large class sizes and reduced space	Secondary schools and colleges, the same principle of halving classes will normally apply: <ul style="list-style-type: none"> <li>It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart.</li> <li>Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the</li> </ul>	<input checked="" type="checkbox"/>	N/A	

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	<p>event there are teacher shortages, working under the direction of other teachers in the setting.</p> <ul style="list-style-type: none"> <li>• Ensure safe entrance and exit routes with appropriate signage in place.</li> </ul> <p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> <li>• early years settings - 3 and 4 year olds followed by younger age groups</li> <li>• infant schools - nursery (where applicable) and reception</li> <li>• primary schools - nursery (where applicable), reception and year 1</li> </ul>			
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Keep cohorts together where possible and ensure:</p> <ul style="list-style-type: none"> <li>• children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>• the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff)</li> </ul>	<input checked="" type="checkbox"/>	<p><b>FPS Action:</b></p> <p><b>Classroom groups</b></p> <ul style="list-style-type: none"> <li>• Pupils and staff will stay together for the full day.</li> <li>• Outdoor time timetabled - area 1 and 2 of field used by classroom groups.</li> </ul>	

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	<ul style="list-style-type: none"> <li>wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul>			
Risk of coronavirus infection spreading due to large class sizes and reduced space	Reduce mixing within education or childcare setting by: <ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible</li> <li>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them</li> <li>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols)</li> </ul>	<input checked="" type="checkbox"/>	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>Establishment of classroom groups.</li> <li>Separate pupil entrance and exit.</li> <li>Timetable of outdoor time.</li> <li>Use of hand sanitiser on arrival into classroom (with consent).</li> <li>Lunches taken in hall, with set times</li> <li>Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas.</li> <li>Classroom staff to supervise hand washing.</li> <li>Hand sanitiser, wipes, gloves and tissues available in hall and class rooms</li> </ul>	
Risk of coronavirus infection spreading due to large class sizes	Use outside space: <ul style="list-style-type: none"> <li>for exercise and breaks</li> <li>for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> </ul>	<input checked="" type="checkbox"/>	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>Outdoor adventure area out of bounds - taped off.</li> <li>Timetable for use outdoor space.</li> </ul>	

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and reduced space	<ul style="list-style-type: none"> <li>although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul> <p>For shared rooms:</p> <ul style="list-style-type: none"> <li>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>stagger the use of staff rooms and offices to limit occupancy.</li> </ul>		<ul style="list-style-type: none"> <li>No shared areas apart from toilets - and these will be used under classroom staff supervision.</li> <li>Classroom bubble has their own box of sporting / outdoor equipment to use. All equipment and box cleaned at end of each day by pupils.</li> </ul>	
	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> <li>by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>resources which are not easily washable or wipe-able have been removed</li> <li>although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul>	<input checked="" type="checkbox"/>	<p><b>FPS Actions:</b></p> <ul style="list-style-type: none"> <li>See above re individual and classroom resources.</li> <li>Reception staff to sign people in and out - no use of shared materials in reception.</li> <li>All classroom groups have been developed to only have essential equipment in. All items not removed.</li> </ul>	

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Risk of coronavirus infection spreading due to large class sizes and reduced space	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> <li>● PE</li> <li>● Practical science lessons</li> <li>● DT/ FT</li> </ul>		<b>FPS Action:</b> <ul style="list-style-type: none"> <li>● PPE available for all staff and pupils wishing to use it.</li> <li>● PPE must be used by first aiders</li> <li>● Masks must be used in transport</li> <li>● Staff email – 05.06.20- information video attached showing how to use PPE, staff declaration forms re virus and public health notices.</li> <li>● No practical lessons to be undertaken without consent of SLT. If wishing to hold practical lessons, staff member should present a risk assessment of lesson to SLT for consideration.</li> </ul>	
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> <li>● Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>● How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</li> </ul> <a href="#">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a>		<ul style="list-style-type: none"> <li>● Mental Health Champions appointed before Covid 19. All staff aware of MHC.</li> <li>● MH Taskforce set up - chaired by SLT AH to ensure all staff and pupils' mental health is considered at each point of implementation of RA</li> <li>● Staff given regular updates and emails sent stating SLT and MHC are always available to speak to.</li> <li>● MHC - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts.</li> <li>● Adult only zone - staff rooms</li> </ul>	

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			<ul style="list-style-type: none"> <li>Mental health lead to receive additional training.</li> </ul>	
Risk of coronavirus infection spreading due to use of transport	Adjust transport arrangements where necessary including: <ul style="list-style-type: none"> <li>encourage parents and children and young people to walk or cycle to their education setting where possible</li> <li>make sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>ensure that transport arrangements cater for any changes to start and finish times</li> <li>make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul> LAs or transport providers could consider the following: <ul style="list-style-type: none"> <li>guidance or training for school transport colleagues</li> <li>substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> <li>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul>	<input checked="" type="checkbox"/>	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>Transport conducted by LA transport contractor</li> <li>Contractor fully briefed on school requirements.</li> <li>SD measures in all cases to be followed.</li> <li>Masks must be worn</li> <li>Sanitiser (with consent) to be given to pupils before entering transport.</li> <li>Escort to open doors for pupils.</li> <li>LA transport contractor to follow STC RA for transport.</li> <li>Transport to arrive at school at designated time.</li> <li>See above re allocation of seats and seat belt use.</li> <li>SLT to inspect transport measures on a regular basis.</li> <li>DHT to co-ordinate staggered entry and exit times</li> </ul>	

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Risk of coronavirus infection spreading to children and staff at schools	To help ensure that the risk of virus spread for both staff and children is as low as possible you should: <ul style="list-style-type: none"> <li>● Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.</li> <li>● tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</li> <li>● consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</li> <li>● ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>● stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</li> <li>● discourage parents from gathering at school gates</li> <li>● try to follow the <a href="#">social-distancing guidelines</a></li> </ul> <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.</p>	<input checked="" type="checkbox"/>	<p><b>FPS Actions:</b></p> <ul style="list-style-type: none"> <li>● Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum.</li> <li>● Visitors must sanitise their hands before leaving reception area.</li> <li>● Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.</li> <li>● Signage on the reception area to ask anyone with symptoms not to enter the premises.</li> <li>● Meetings will be scheduled into school calendar by reception staff.</li> <li>● No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar.</li> <li>● Parents will not be allowed on school site for any reason. All necessary meetings will take place via a telephone call or google meet.</li> <li>● Parents collecting food parcels will do so at designated time from main school office. Office staff to remain behind glass window.</li> <li>● Parents dropping off and collecting pupils – at designated time - wait at pedestrian gate - on SD taped lines.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Deliveries to be taken directly to corridor outside offices.</li> </ul>	
Lack of first aid provision due to staff shortages	Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision. <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>	<input checked="" type="checkbox"/>	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>See above re quarantine classrooms.</li> <li>All pupils offered a place back at school have been risk assessed and DHT has produced staff rota to ensure all medical needs will be taken care of by staff working on each day.</li> <li>See above re first aid.</li> <li>See above re staff sickness and in the case of no first aider being on site.</li> </ul>	
Risk of coronavirus infection spreading to children and staff due to lack of PPE	The majority of staff in education settings <b>will not require PPE beyond what they would normally need for their work</b> , even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and</li> </ul>	<input checked="" type="checkbox"/>	<b>FPS Action:</b> <ul style="list-style-type: none"> <li>PPE is available for all to use if requested.</li> <li>Instructional video emailed to staff.</li> <li>All staff aware of RA and its content.</li> <li>All staff to follow <b>all</b> advice within this document - control measures &amp; actions.</li> </ul>	

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**DATE OF ASSESSMENT**

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	<p>staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option.</p> <ul style="list-style-type: none"> <li>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon <a href="mailto:PPE.Supplies@southtyneside.gov.uk">PPE.Supplies@southtyneside.gov.uk</a> for any PPE – explain your reasoning from your RA.</li> </ul>			
Risk of coronavirus infection spreading to children and staff due to poor communication	<p>Consider the following steps:</p> <ul style="list-style-type: none"> <li>tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul>	<input checked="" type="checkbox"/>	<p><b>FPS Actions:</b></p> <ul style="list-style-type: none"> <li>Signage on Base and Main school entrances - do not enter if you have any of these symptoms ...</li> <li>Letter to parents explaining measures and drop off procedures.</li> <li>Home/school agreement to be fully completed and signed before returning to school.</li> <li>Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night?</li> <li>Letter explaining procedures and measures to parents and pupils - advice to</li> </ul>	

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**ACTIVITY:** Coronavirus (COVID-19) Spread and Government Advice (Page 42 of 39)

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	<ul style="list-style-type: none"> <li>• also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff</li> <li>• ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>• communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>• discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> </ul>		be included re not attending if anyone has any symptoms. <ul style="list-style-type: none"> <li>• LA contract cleaning to continue</li> </ul>	
Are there any other foreseeable hazards associated with this activity? <b>YES / NO</b>	<p><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> <li>• If any staff member is feeling unwell - they must inform HT/DHT and school office (even if they are not on rota to attend school building).</li> <li>• If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days.</li> </ul>			

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**ACTIVITY:** Coronavirus (COVID-19) Spread and Government Advice (Page 43 of 39)

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	<ul style="list-style-type: none"> <li>Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation.</li> <li>If sickness is not Covid related, staff member to stay off work until they are well.</li> <li>All staff illnesses will be added to sickness log in usual manner.</li> </ul> <p>Grounds:</p> <ul style="list-style-type: none"> <li>Caretaker to ensure grounds are kept in a safe and secure manner.</li> </ul>			

**Reference Documents:**

Further information can be found at:

[Actions for education & childcare settings to prepare for wider opening from 1 June 2020](#)

[e-Bug](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[symptoms of coronavirus](#)

[staying at home guidance](#)

[guidance-to-educational-settings-about-covid-19](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[staying-at-home-and-away-from-others](#)

[Early Years Foundation Stage](#)

[covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[social-distancing guidelines](#)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

**PPE**

[COVID-19: guidance for households with possible coronavirus infection](#)

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<a href="#">PHE schools resources</a> <a href="#">Working safely during coronavirus</a>				
ASSESSED BY (Print name)			SIGNED	DATE
LINE MANAGER			SIGNED	REVIEW DATE

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