



RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 3) – 21/07/2020 (Page 1 of 39)		DATE OF ASSESSMENT 21.07.20
ESTABLISHMENT/SCHOOL Fellgate Primary School	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 250+
<p>Steps of admitting more pupils (school has been open to between 8 - 10 pupils each day during lockdown) This document has been produced in conjunction with all Government guidance All risk has been assessed to minimise the spread of the virus as far as possible The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible It is staff members' responsibility read and understand this document and implement the measures described It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures</p>		
<pre> graph LR A[Determine capacity of school building] --> B[Determine Staff available to work on-site] B --> C[Liaise with parents regarding intention to return pupils to school] C --> D[Undertake & review RAs & develop action plan] D --> E[Share re-opening plans with Governing Body and staff] E --> F[Make necessary adaptations to site] F --> G[Complete identified actions] G --> H[Inform parents of re-opening plans & 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"> • Health and Safety Policy • First Aid Policy • Child Protection Policy • CYP Response Plan • DFE Guidance relating to COVID19 • The Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • First Aid Regulations 1981 • The Health Protection (Notification) Regulations 2010 		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF ' <input type="checkbox"/> ' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

<p>Premises and equipment, water, etc. not maintained to statutory requirements:</p>	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Yes</p>	<p>FPS Action:</p> <ul style="list-style-type: none"> Caretaker has continued with daily and weekly checks around school in line with his job description. All external inspections have taken place as arranged. All repairs have been undertaken via STC Asset Management Dept. All PAT Testing conducted prior to Covid lockdown. Insurance arranged and checked via STC. Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by Cleaning team. Internet and computing facilities remain the responsibility of current provider - ICT in Schools. All current school RA reviewed. FPS RA Sept 2020 shared with staff. Appendix to Safeguarding and Child Protection policy shared with staff, governors 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 maintained if safe to do so at assembly point. 	<p>L</p>
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	In classrooms, it will be important that schools improve ventilation (for example, by opening windows).		Fire procedure: <ul style="list-style-type: none"> ○ During this period, it cannot be guaranteed that fire wardens will be available. ○ The teacher in classroom group is therefore to take charge of pupils and staff in their class and ensure everyone leaves the building. ○ All other staff to ensure they leave the building as soon as possible. ○ 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. ○ Teacher to inform office staff of any missing people from their group. ○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. ○ Fire Wardens: ○ Office staff to telephone 999 emergency services as soon as possible. ○ Fire evacuation point to remain as school yard. 	
	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom 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>	This document will be used as our operational & building RA	FPS Action: <ul style="list-style-type: none"> ● New internal layouts and access points agreed. ● Staff entrance – main entrance depending upon which building working in. ● Pupil entrance and exit <p>Bubble 1 (Base) Base entrance and Yard</p>	L

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	<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>		<p>Base entrance door 9.05am Bubble 2 (Acorns, Maples and Hawthorns) 8.55am Pupil gate, pupils to use classroom door, Parents and staff do not cross bridges. Children to come straight into class. Bubble 3 (Willows and Chestnuts) 8.45 am Pupil gate, pupils to use classroom door, Parents and staff do not cross bridges. Children to come straight into class. Bubble 4 (Sycamores and Oaks) 8.45 am Pupil gate, pupils to use classroom door, Parents and staff do not cross bridges. Children to come straight into class.</p> <ul style="list-style-type: none"> • Classroom and office doors to be open during use. • Hall door to be open when the main reception area is staffed but closed when vacated. • All external fire doors to remain closed as per normal building practice. • All fire escapes routes to be kept clear at all times, as per normal building practice. 	

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> ● has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly ● can the school ensure that there is enough supervision when using hand sanitiser to eliminate congestion? Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative ● the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them ● Soap and water is more effective than using sanitisers <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff</p>	✓	<p>FPS Action:</p> <ul style="list-style-type: none"> ● 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. ● All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout. ● 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. ● 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. ● 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. Home school agreement to be signed and returned during the first week back. <p>Cleaning:</p>	L

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	<p>are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> ● putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal ● different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet ● 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 <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. THIS IS DUE FOR REVIEW AT THE END OF THE SUMMER TERM!</p>		<ul style="list-style-type: none"> ● Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards. ● 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. ● HT, SBM and Caretaker will ensure all cleaning in school will be at the highest level. ● All classroom groups will have a hand sanitiser station. ● All pupils and staff members have access to soap and water - either in classroom group or in the toilet areas. <p>Sanitiser stations outside each classroom</p> <ul style="list-style-type: none"> ● Cleaning equipment - stock take conducted on a weekly basis to ensure good stocks of everything needed in school to ensure good hygiene measures. 	

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			<ul style="list-style-type: none"> • Each child will have own stationery pack - items and bag to be cleaned by pupils at the end of each day. • Books and games can be used and shared within bubble, they should be cleaned regularly • ICT suite and iPad to be wiped down after use following ICT in Schools risk assessment. • Resources that are shared between bubbles should be cleaned frequently and meticulously, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastic resources) • Children to bring limited equipment into school e.g. packed lunch, hat, coat. Mobile phone • Mobile phones must be kept in class cupboard and signed for using current proforma (use lockable box all rooms were issued with) • Individual resources to be put on floor at the end of the day. This is to enable cleaners to thoroughly clean table at the end of the day. • School exercise books will be used during from September 2020. Marking of work is expected during this period. • Teacher to reinforce cleaning and hygiene messages during the day. • Teachers to supervisor hand washing and hand sanitising. 	
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			<ul style="list-style-type: none"> ● All classroom groups and work areas - windows to be opened frequently during room use to allow fresh air to circulate. ● 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. ● All pupils to wear uniform ● Paper towels to be provided as an alternative to hand dryers. ● Waste bins in each room and frequently emptied, all waste removed at end of each day. ● Ventilation has been checked and maintained by SBM and caretaker. ● 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. ● Goods entering the site will be cleaned 	

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Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure		✓	<p>FPS Action:</p> <ul style="list-style-type: none"> All pupils and staff members have access to soap and water - either in classroom group or in the toilet areas. <p>Sanitiser stations outside each classroom</p> <ul style="list-style-type: none"> Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. Teacher to reinforce cleaning and hygiene messages during the day. Teachers to supervisor hand washing and hand sanitising. All classroom groups and work areas - windows to be opened frequently during room use to allow fresh air to circulate. 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. Paper towels to be provided as an alternative to hand dryers. Waste bins in each room and frequently emptied, all waste removed at end of each day. Ventilation has been checked and maintained by SBM and caretaker. Classroom groups to clean individual resources at the end of the school day. 	
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			<ul style="list-style-type: none"> Internal doors to remain open where it is safe to do so. Doors to be labelled with notice SBM to regularly check cleaning and handwashing supplies and order in good time. Sensory room and swing to be cleaned down after use 	
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<p>Failure to use test and trace leading coronavirus infection spreading to children and staff</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a</p>		<p>Risk assessment shared with all staff, pupils and parents in September.</p> <p>Track and trace process to be published weekly through newsletter, class dojo, Facebook and home school agreements.</p> <p>FSW/ School office to chase up reasons for absence and book tests where necessary. FSW/School office to confirm that test has been taken and school informed.</p> <p>FSW/School office to inform HT/DHT of anyone displaying symptoms.</p> <p>FSW/School office to inform HT/DHT if families refuse to use test and trace process.</p> <p>Individual details to be filled in on the test and trace spreadsheet.</p>	

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	<p>child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 			
Failure to manage confirmed cases of coronavirus (COVID-19) amongst the	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. This team will also contact schools directly if they become aware that		<ul style="list-style-type: none"> • Schools to report to the local health protection team if someone, who has attended, has tested positive • Health Protection Team (HPT) will work with school directly to guide them through the actions they need to take • School will send home people, who 	

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school community	<p>someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to</p>		<p>have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days</p> <ul style="list-style-type: none"> • Close contact means: – being with an infected individual for any length of time within 1 m being coughed on a face to face conversation unprotected physical contact (skin to skin contact) extended close contact (within 1 to 2 metres for more than 15 minutes with the infected individual) travelling in a car with an infected person • Health Protection Team (HPT) will provide a definitive answer on who needs to be sent home • A template letter will be sent to schools to send to parents and staff • Schools must not share the name of the infected person with others • Household members of those contacts who are sent home do not need to self-isolate unless the pupil or staff member displays symptoms and then they must self-isolate for 14 days. They should get a test. If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 39)				DATE OF ASSESSMENT
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	<p>ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		<p>If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms and follow government guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	Further guidance is available on testing and tracing for coronavirus (COVID-19) .			
Failure to contain any outbreak by following local health protection team advice	<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 some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</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>			
Child/Adult is unwell and it is believed that they have been exposed to COVID-19. June 2020	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible</p>	✓	<p>FPS Action:</p> <ul style="list-style-type: none"> • A child developing symptoms must be removed to an area which is 2 m away from other people with appropriate supervision <ul style="list-style-type: none"> • KS 2 MS cubby hole • KS 1 MS Library area • KS 2 Base Outside Blueberries & Plums / Base entrance depending upon time of day to avoid busy times 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with</p>		<ul style="list-style-type: none"> KS 1 Base Cloak room area / Base entrance depending upon time of day to avoid busy times <p>They should use a separate bathroom if possible</p> <ul style="list-style-type: none"> MS – disabled toilet Base – designated toilet 1st toilet near entrance Children in nappies will use changing station. This will then be cleaned down thoroughly as is usual practise. <p>The bathroom should be disinfected before anyone else can use it</p> <ul style="list-style-type: none"> PPE must be worn by a member of staff if a distance of 2m cannot be maintained A box of PPE will be situated in quarantine area. This will be checked each week by SBM and HT to ensure supplies are maintained. Staff who have cared for the child do not need to go home unless they develop symptoms Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell The area around the child with 	

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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	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>someone who is unwell. 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 COVID-19: cleaning of non-healthcare settings guidance. THIS IS DUE FOR REVIEW AT THE END OF THE SUMMER TERM! Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<p>symptoms must be cleaned thoroughly</p> <ul style="list-style-type: none"> ● PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely. ● Staff and pupils can wear face coverings if they feel this is necessary but is only for staff giving first aid. ● Staff and pupils wearing face covering are advised to: <ul style="list-style-type: none"> ○ wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it. ○ Avoid touching face or face covering as you could contaminate them with germs from hands. ○ Change face covering if it becomes damp or or you have been touching it. ○ Continue to wash hands regularly. ○ Change and wash face covering daily. ○ 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. ○ Practise SD whenever possible. ● Any child showing any symptoms will be taken to the quarantine classroom to await collection by their parents. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> • Classroom staff take child to quarantine area. • Classroom staff to contact first aider to come over to quarantine area. • When first aider arrives, they put on all necessary PPE equipment. • Once first aider is prepared, classroom staff can now return to their classroom. • First aider to stay with child until collected. <ul style="list-style-type: none"> • Office staff to call parents if any child shows any symptoms. • 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. <ul style="list-style-type: none"> • Once area is clear after use, first aider to inform office staff and who will inform caretaker of cleaning requirement. • Full area not to be used until cleaning is carried out. Demonstrate with signage <p>Normal first aid:</p> <ul style="list-style-type: none"> • Normal first aid to be only carried out in this area. 	

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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	✓ if in place ☐ 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"> • Classroom staff to take child to quarantine area and contact first aider to come over to building. • Child to sit near window, with window open. • When first aider arrives, they put on all necessary PPE equipment. • Once first aider is prepared, classroom staff can now return to their classroom. • HT to ensure all first aid kits are checked on a weekly basis and supplies replenished. • First aiders to follow government guidelines. • First aiders must wash their hands or use hand sanitiser before and after treating a casualty. • First aiders to consider cross contamination that could occur which was covered in their training. • All waste will be disposed of by cleaner during the day. • First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day. • 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 • First aiders must assess the injured party from a distance of 2 metres and where 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p>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.</p> <ul style="list-style-type: none"> • 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. • CPR – please see the link in the attached regarding CPR for paediatrics. <p style="text-align: center;">COVID CPR Public Info.pdf</p> <ul style="list-style-type: none"> • First aider to clean areas used during this process before returning to classroom bubble. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner, ensuring SD measures at all times. • First Aider will administer medication as required to those pupils who require it. • Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom. 	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF '<input type="checkbox"/>' 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"> • Gloves must be worn during this process and hands washed before and after process. • All areas used during this process must be cleaned by staff member administering the medication. • Quarantine toilets not to be used until cleaned. 	
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 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</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 staying-at-home-and-away-from-others 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</p>	✓	<p>FPS Actions:</p> <ul style="list-style-type: none"> • HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. • Where staff are delivering food parcels SD should be maintained. Vehicle cleaned after each use. • If working on school premises, SD must be adhered to. PPE and cleaning products available to all. • 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. • Staff briefing before the school opening in September. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	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.		<ul style="list-style-type: none"> • 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. • Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via the HT, the Union reps – K Marsh NEU and A Walker Unison. • Weekly staff meetings to be held virtually on a Monday at 3.30pm. • Staff are briefed on a Friday by email. 	
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>	✓	<p>FPS Action</p> <p>Individual discussions to be held with staff where necessary to ensure all measures are in place to keep them safe.</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF '<input type="checkbox"/>' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>			

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Pupils who are shielding or self-isolating We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • 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 even 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. Read the current advice on shielding • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • 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 (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p>	✓	<ul style="list-style-type: none"> • Pupils within a resource base provision will require more reminders of all measures than mainstream pupils. • EY pupils will need more reminders than older pupils • All rooms in use will have posters and health information on display - specifically targeted at pupils. • 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. • Actions performed by school to ensure contact between people is kept to a minimum: • Separate Staff entrance depending upon where class group is based. • Individual Pupil entrance and exit see above <p>Detail:</p> <p>1. Reception area / sign in & out area</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF '<input type="checkbox"/>' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.		<ul style="list-style-type: none"> ● Office staff to sign visitor in and out until sign in system is working. ● Pens and other equipment must not be shared within reception areas ● Essential visitors - reception staff to sign them in and out on paper record. ● 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). ● 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. ● All staff members and visitors to use hand sanitiser upon leaving the reception area. <p>2. Social distancing</p> <ul style="list-style-type: none"> ● Bubble 1 – The Base ● Bubble 2- Acorns, Maples and Hawthorns ● Bubble 3 – Chestnuts and Willows ● Bubble 4 - Sycamores and Oaks ● Reduce the number of contacts between staff and children through either bubbles or distancing 	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 26 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF ' <input type="checkbox"/> ' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p>Breakfast clubs – limited to support pupils return to school for first half term After school clubs – Resume after half term holidays if possible Playtimes – staggered Lunchtimes – staggered Start and Finish times – staggered Virtual assemblies</p> <ul style="list-style-type: none"> Children not to touch staff where possible Children can remain in their class for the majority of time, but allow to mix into the wider group for specialist teaching, wraparound care and transport. This still offers public health benefits as it reduces the network of possible direct transmission Whole class integration to be discussed in September. Individual integration to go ahead – discussions will need to take place to confirm and risk assess Teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff move they need to ideally maintain 2m Toilets to be encouraged at set time unless an emergency. Children to be supervised at all times. MS - 	
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			<p>Toilet pass card to get help from another class so no child is unsupervised.</p> <ul style="list-style-type: none"> • <p>3. Measures within classroom see Return to school document</p> <p>4. Arrival at and leaving school</p> <ul style="list-style-type: none"> • Bubble 1 – The Base: 9.05am – 3.05pm Base yard door • Bubble 2 - Acorns, Maples and Hawthorns: 8.55am – 3.15pm • Bubble 3 – Chestnuts and Willows: 9.05am – 3.25pm • Bubble 4 - Sycamores and Oaks: 8.45am - 3.05pm <p>Family with siblings will all start at 8.45am and finish at 3.25pm to reduce large gatherings on the yard.</p> <p>Main school Bubbles All to use classroom doors for entry and exit KS2 Coats and packed lunches to be stored in classrooms PE kits – boxes to be supplied so kits can be stored in classes</p> <p>Base Bubble Can use cloakrooms due to smaller amounts of children Parents to collect pupils at designated time. Parents to wait in yard and pupil will be dismissed by class teacher and walk to parents.</p>	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF ' <input type="checkbox"/> ' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p>5. Resources</p> <ul style="list-style-type: none"> • Each child will have own stationery pack • Books and games can be used and shared within bubble, they should be cleaned regularly • ICT suite and iPad to be wiped down after use following ICT in Schools risk assessment. • Resources that are shared between bubbles should be cleaned frequently and meticulously, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastic resources) • Children to bring limited equipment into school e.g. packed lunch, hat, coat. Mobile phone <p>Mobile phones must be kept in class cupboard and signed for using current proforma (use lockable box all rooms were issued with)</p> <p>6. Lunch times</p> <p>Staggered Lunch times</p> <ul style="list-style-type: none"> • Bubble 1 – The Base (42): 12.00pm – 12.30pm • Bubble 2- Acorns (10): 11.30am, Maples and Hawthorns (32): 11.45am – 12.15pm • Bubble 3 – Chestnuts and Willows (40): 12.15pm – 12.45pm • Bubble 4 - Sycamores and Oaks (40): 12.45pm – 1.15pm • All bubbles will receive a bagel at the start of the school day 	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 29 of 39)				DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p>7. Recording of attendance: Education classes to be recorded electronically each day within 5 minutes of starting school and 1.00pm HT or DHT to complete daily register reporting to LA by 12.00pm .</p> <p>7. Yard & outdoor space</p> <ul style="list-style-type: none"> • Yards - timetabled for use by different class bubbles /group at different times. • Field - two areas - timetabled for use by different class bubbles/group at different times. • No adventure trail equipment to be used <p>8. Moving from yard to classroom group</p> <ul style="list-style-type: none"> • Each group will be timetabled with outdoor times. Teacher collects pupils from yard and takes them into their classroom via individual class door. <p>12. Cleaning Additional Cleaning of toilets:</p> <ul style="list-style-type: none"> • Toilets to be cleaned at midday 	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 30 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ 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
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			<ul style="list-style-type: none"> MS Quarantine room -disabled toilet will be used by pupils needing to use it whilst in this area. Base Quarantine room – toilets by Lemons to be used <p>Please note information throughout this document regarding cleaning of specific areas.</p> <p>13. Non classroom staff locations</p> <ul style="list-style-type: none"> JU – Reception AT – her office HT – her office DHT - his office SBM – her office <ul style="list-style-type: none"> 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. Halls will not be used other than for lunch, movement breaks or PE if weather is poor, non-classroom and staff walking to their work areas. Staff will be expected to clean down any 	
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			<p>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.</p> <ul style="list-style-type: none"> 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. Staff and pupils should not be working away from their designated area unless their specific role allows for this. 	
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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 32 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.</p>	<ul style="list-style-type: none"> Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. <p>covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>		<ul style="list-style-type: none"> Mental Health Champions appointed before Covid 19. All staff aware of MHC. 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 Staff given regular updates and emails sent stating SLT and MHC are always available to speak to. MHC - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts. Adult only zone - staff rooms Mental health lead to receive additional training. 	
<p>Risk of coronavirus infection spreading due to use of transport</p>	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensure that transport arrangements cater for any changes to start and finish times communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Dedicated school transport, including statutory provision Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or</p>	✓	<p>FPS Action:</p> <ul style="list-style-type: none"> Transport conducted by LA transport contractor Contractor fully briefed on school requirements. SD measures in all cases to be followed. Masks must be worn Sanitiser (with consent) to be given to pupils before entering transport. Escort to open doors for pupils. LA transport contractor to follow STC RA for transport. Transport to arrive at school at designated time. See above re allocation of seats and seat belt use. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>The government is currently evaluating this position and will set out next steps shortly.</p> <p>Wider public transport STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p>		<ul style="list-style-type: none"> • SLT to inspect transport measures on a regular basis. • DHT to co-ordinate staggered entry and exit times 	
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> • Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. 	✓	<p>FPS Actions:</p> <ul style="list-style-type: none"> • Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 34 of 39)	DATE OF ASSESSMENT
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place <input type="checkbox"/> if not	IF ' <input type="checkbox"/> ' 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"> 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) consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering discourage parents from gathering at school gates try to follow the social-distancing guidelines <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>		<ul style="list-style-type: none"> Visitors must sanitise their hands before leaving reception area. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. Signage on the reception area to ask anyone with symptoms not to enter the premises. Meetings will be scheduled into school calendar by reception staff. 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. Parents will not be allowed on school site for any reason. All necessary meetings will take place via a telephone call or google meet. Parents collecting food parcels will do so at designated time from main school office. Office staff to remain behind glass window. Parents dropping off and collecting pupils – at designated time - wait at pedestrian gate - on SD taped lines. Deliveries to be taken directly to corridor outside offices. 	
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.	✓	<b style="color: red;">FPS Action: <ul style="list-style-type: none"> See above re quarantine classrooms. All pupils offered a place back at school have been risk assessed and DHT has produced staff rota to ensure all medical 	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 35 of 39)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place □ if not	IF '□' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	You may be able to link up with other schools near to you to share first aid provision. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications		needs will be taken care of by staff working on each day. <ul style="list-style-type: none"> • See above re first aid. • See above re staff sickness and in the case of no first aider being on site. 	
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, 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:</p> <ul style="list-style-type: none"> • 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 • 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. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and 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). 	✓	<p>FPS Action:</p> <ul style="list-style-type: none"> • PPE is available for all to use if requested. • Instructional video emailed to staff. • All staff aware of RA and its content. • All staff to follow all advice within this document - control measures & actions. 	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ☐ if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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"> 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 PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA. 			
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"> 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 COVID-19: guidance for households with possible coronavirus infection) tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend 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) 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) also think about engaging parents and children in education resources such as e-bug and PHE schools resources explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff ensure parents and young people are aware of recommendations on transport to and from education or 	✓	<p>FPS Actions:</p> <ul style="list-style-type: none"> Signage on Base and Main school entrances - do not enter if you have any of these symptoms ... Letter to parents explaining measures and drop off procedures. Home/school agreement to be fully completed and signed before returning to school. Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? Letter explaining procedures and measures to parents and pupils - advice to be included re not attending if anyone has any symptoms. LA contract cleaning to continue 	

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	<p>childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> 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 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 discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this 			
<p>Are there any other foreseeable hazards associated with this activity? YES / NO</p>	<p><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> 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). 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. Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation. If sickness is not Covid related, staff member to stay off work until they are well. All staff illnesses will be added to sickness log in usual manner. <p>Grounds:</p> <ul style="list-style-type: none"> Caretaker to ensure grounds are kept in a safe and secure manner. 			

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<p>Reference Documents: Further information can be found at:</p> <p>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) PHE schools resources Working safely during coronavirus</p>					
ASSESSED BY (Print name)			SIGNED	DATE	
LINE MANAGER			SIGNED	REVIEW DATE	

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