

Saltaire Primary School

Risk Assessment



September 2020

Version 2.1

Return to School
COVID-19 Protection



Saltaire Primary School: Risk Assessment

It is the responsibility of all members of staff to ensure this risk assessment is adhered to fully

Government Guidance has provided a system of controls detailing the set of actions schools should take to prevent infection:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 - 2) clean hands thoroughly more often than usual
 - 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 - 5) minimise contact between individuals and maintain social distancing wherever possible
 - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.
 Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
 Number 6 applies in specific circumstances.

Potential hazards identified through risk assessment using the risk ratings:



1. Minimise contact with individuals who are unwell

Area of Control:	Persons who are already displaying Coronavirus symptoms		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating.	Minor
Children, staff and parents	Substantial	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating.	Minor



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Area of Control:	Persons developing Coronavirus symptoms whilst on site (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	<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 or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>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 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. Home testing kits will be stored in the Headteacher's office and should only be given to parents once agreed with the Headteacher. Home testing kits must not be given directly to the child but handed to the parent when collecting their child from school.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	Moderate
Children and staff	Substantial	<p>Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Members of staff should judge if it is appropriate to wait inside the room with the child. If they consider that the child is safe, the member of staff can wait outside the room until the child is collected, regularly checking on the child's wellbeing during this time. Every effort should be made to ensure that the child is not distressed or unsafe.</p> <p>This waiting area is the Green Room in Key Stage 2.</p>	Moderate
Staff	Substantial	<p>An IIR 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 gloves, an apron and a IIR face mask (PPE) 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, then eye protection should also be worn.</p> <p>PPE will be stocked in a marked box in the Key Stage 1 first aid room, the large hall and the Key Stage 2 staff room.</p>	Moderate
Children and staff	Moderate	<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>	Minor



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Area of Control:	Persons developing Coronavirus symptoms whilst on site (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with 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 . Any additional cleaning will be completed by site management staff (MP, NB, Carroll Cleaning Company)	Minor
Staff	Moderate	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Minor
Children and staff	Moderate	Clean core areas those staff or pupils have been in with household bleach.	Minor
Children and staff	Substantial	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. This sanitary facility will be the Key Stage 2 accessible toilet.	Minor
		Useful information on self isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	
Children and staff	Substantial	Any waste products used by staff or children that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours in the KS1 boiler house before being disposed of via the usual waste route. Sarah Scarth holds a key to the boiler house. The person who has supported the child with symptoms should complete this task. NB the virus cannot survive on a surface for more than 48 hours (72 hours for plastics) according to current guidance.	Minor
Children and staff	Substantial	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. Staff should ensure they are fully aware of any information which relates to the children they are working with.	Minor
Children	Moderate	Re-assess if provision maps or individual behaviour plans are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those plans may need to be altered to reflect the current situation. Staff should ensure they are fully aware of any information which relates to the children they are working with.	Minor
Children	Substantial	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Minor



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Children	Substantial	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Minor
Children	Substantial	Staff should continue to adhere to the medical needs policy regarding the administration of medication.	Minor

2. Clean hands thoroughly more often than usual

Area of Control:	Hand washing and sanitising		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<p>Children should clean their hands thoroughly and regularly using soap and running water or hand sanitiser. This should happen as a minimum:</p> <ul style="list-style-type: none"> • On arrival at school • When returning from playtimes • If they change rooms (not including moving between classrooms in Reception and Year 1) • Before and after eating <p>Soap and water should be used as much as is practicable. Hand sanitiser, including Ozone, can also be used to alleviate the pressure on the use of sinks. Skin friendly skin cleaning wipes can be used as an alternative.</p>	Minor
Children, staff and parents	Substantial	<p>Sanitising stations will be provided at key locations around the building including:</p> <ul style="list-style-type: none"> • Reception entrance • Entrance to the hall • Entry points to each building <p>All staff and visitors MUST sanitise their hands before using the signing in system, the photocopier or any other high usage equipment</p>	Minor
Children, staff and parents	Substantial	Staff must supervise the use of regular hand sanitiser for small children to prevent ingestion.	Minor
Children and staff	Moderate	Hand dryers will be taken out of use. There will be plentiful supplies of disposable hand towels which will be replenished throughout the day by site management staff.	



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3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Area of Control:	Promoting good respiratory hygiene		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	Children will be explicitly taught about the importance of hand and respiratory hygiene using the 'catch it, bin it, kill it' approach. Resources will be age-appropriate and teachers will use professional judgement in deciding the best approach to use with their children. The following resources will be a good starting point for working with children: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	Moderate
Children and staff	Moderate	Children will be regularly reminded to catch their coughs and sneezes with a tissue or elbow. School has been equipped with lidded bins in each classroom and in key locations around the school. These will be the only bins in use from September. Bins without lids will be taken out of use. Bins will be pedal operated however the lids will require regular sanitising. Teachers and support staff should use Ozone spray to sanitise bin lids – this should coincide with hand washing times. Waste should be double-bagged and disposed of following the usual school procedures. The bins will be emptied during the morning cleaning routine and at lunchtime. This will be done by cleaning staff and site management staff.	Minor
Children and staff	Substantial	Classrooms and other key rooms around school will be provided with a good supply of disposable tissues. Class teachers and support staff should check they have enough tissues available and inform Sarah Scarth if they require replacement.	Moderate
Children and staff	Moderate	Classroom windows and doors will be kept open at all possible times to aid ventilation.	Minor



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4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Area of Control:	Cleaning (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
		General Cleaning	
Children and staff	Substantial	Cleaning should be carried out using standard cleaning chemicals/disinfectant/bleach and / or anti-viral wipes and sprays, including Ozone.	Moderate
Children and staff	Moderate	In case a child coughs or sneezes on a piece of equipment or furniture, each classroom will have a dedicated provision of gloves and cleaning products in appropriate containers so it is easy to pick up and move around the space as required. Standard cleaning products should be stored out of reach of pupils. We also use a product called Ozone which can be safely used with and by children.	Moderate
Children and staff	Substantial	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant/bleach or Ozone. A cleaning schedule will be put in place 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 • Bins should be emptied throughout the day. • Mid-day cleans/restock of hygiene products across the site to be completed. The following areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as: <ul style="list-style-type: none"> • Photocopiers • Door handles • table/counter tops • computers including mouse and keyboard, • light switches • telephones • chairs • bannisters • shared learning resources or toys • specialist equipment for SEND pupils • toilets and toilet handles • sinks • taps • other areas touched regularly 	Minor



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		additional cleaning will take place during the day as necessary.	
Children and staff	Substantial	Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Moderate

Area of Control:	Cleaning (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	Shared materials and surfaces should be cleaned and disinfected more frequently.	Moderate
Staff	Moderate	Staff undertaking wider cleaning should wear disposable gloves and aprons and dispose after each use.	Minor
		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 .	
		Rooms used for Isolating persons displaying symptoms	
Children and staff	Substantial	Rooms used for isolating children or staff who display symptoms of Coronavirus will receive a deep clean before they are used again by any person. Signage will be used to indicate the room should not be used.	Moderate
		Clothing	
Children and staff	Moderate	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. The usual school uniform policy will apply from the beginning of the autumn term. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	Minor
		Intimate Care Facilities	
Children and staff	Substantial	Intimate care facilities should be cleaned between use. Intimate care locations are the Reception cloak room and the Key Stage 2 accessible toilet.	Moderate
Staff	Moderate	A dedicated space will be provided for any female members of staff who are breastfeeding and need to express milk. This space will be cleaned thoroughly after each use.	Minor



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5. Minimise contact between individuals and maintain social distancing wherever possible

Area of Control:	Controlling access into the school for staff, children and members of the public (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Moderate	Start and finish times will be staggered, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups. Trained marshals at key areas of playground ensuring measures are adhered (maintaining 2m).	Moderate
Children, staff and parents	Moderate	There are a limited number of entrances and exits to the school site. Therefore, a one way system has been established to manage movement. <ul style="list-style-type: none"> Reception children and parents can enter and exit the site from the top field gate Year 1 to Year 4: Entrance to the site will be via the front gate and drive, exit via the top gate. Year 5 will enter the site via the Carlton Avenue gate and exit via the top gate Year 6 will enter and exit the site via the Carlton Avenue gate School will consult with parents regarding Year 5 and Year 6 children walking home alone. This will alleviate the number of adults gaining access to the site. The nursery pathway and side gate will be locked. Clear and well-placed signage across site to promote logistical changes.	Minor
Children	Substantial	Individual children identified as being at greater risk due to physical impairment, for example, using crutches or a wheelchair, will have a separate risk assessment completed by senior staff. This will be shared with all adults working closely with the individual to ensure appropriate measures are in place.	Minor
Children and staff	Moderate	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. See separate fire safety documentation for details of fire marshalls, etc.	Minor
Parents	Moderate	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. Areas outside drop off / pick up points will be marked with 2m distance markers to help and a queuing system established for pick-up times.	Minor
Children, staff and parents	Moderate	Parents and carers should be advised that only one adult should accompany their child to / from school.	Minor



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Area of Control:	Controlling access into the school for staff, children and members of the public (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	<p>Children should only use their designated access point and travel directly to their classrooms using the one-way, clockwise system.</p> <p>Reception In the small building, children will enter the building according to their designated registration group – Khalo will use the Reception cloakroom entrance, Hockney will use the classroom external door.</p> <p>Year 1 and Year 2 In the small building, when children arrive, they will enter via the steps, make their way into the building via the main door and exit via the same door. At pick-up, children will be collected from outside the shed area. Start and finish times will be staggered.</p> <p>Year 3 and Year 4 In the large building, children enter the building via the lower shed doors and make their way to their classrooms via the one-way system – they should follow this, even if it is a longer route to avoid crossing paths with other children and adults. Children always exit the building via the upper shed doors.</p> <p>Year 5 and Year 6 In the large building, children enter the building via the lower shed and proceed directly up the first staircase near the kitchen. They should then follow the one-way system around the balcony to their classrooms – they should follow this, even if it is a longer route to avoid crossing paths with other children and adults. Children always exit the building via the staircase near the main entrance and exit via the upper shed doors.</p>	Minor
Children, staff and parents	Moderate	<p>Parents and carers should be informed they should not come into the school building unless by prior arrangement.</p> <p>The front gate and gate by Main Office to be shut at all times.</p> <p>Main Office door to remain closed at all times. Staff to only use the main office to sign in and out of the building. Communication with office staff should be by telephone as much as possible.</p>	Minor
Staff	Moderate	Staff should access and exit through the closest entrance to the area they will be based in.	Minor
Children, staff and visitors	Minor	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. All visitors to the school should be agreed with Sarah Scarth or Rob Whitehead. Sarah Scarth will brief all visitors about the processes to follow while on site.	Minor
Children, staff and visitors	Moderate	Whenever possible, hand sanitiser will be available at entrance points to the building – staff, visitors and children to use them on entry. Ozone (magic water) can also be used as a hand sanitizer.	Minor



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Area of Control:	Maintain social distancing measures wherever possible (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	A clockwise, one way system for movement around school, into / out of classrooms, use of toilets has been established to avoid paths crossing where possible. This must be strictly adhered to by all adults and children. No running at any time. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. Door holding etiquette should be avoided.	Minor
Children	Substantial	Children who require additional assistance to move safely around the building will be given individual support by an adult at these times.	Minor
Children	Moderate	Children should walk in single file when moving around the building, maintaining a two-metre distance from one another whenever possible.	Minor
Children and staff	Moderate	The halls, corridors and toilets will be supervised throughout the day by members of staff to ensure smooth movement around the school site and keep overcrowding to a minimum.	Minor
		Classrooms / Learning Areas	
Children and staff	Moderate	To reduce the number of contacts between children and staff, groups of children will be kept separate in bubbles. Children will be grouped by class and mixing between classes will be limited however, each bubble will consist of two year group classes, eg. Year 4, Year 5, etc. This is so that members of staff can work across classes to provide support and PPA as required. It will also enable teachers in each year group to plan, prepare and communicate effectively. Mixing of children in Years 2 to 6 should be avoided wherever possible Classes in Reception and Year 1 will be grouped into two cohorts of approximately 60 (1 x Reception and 1 x Year 1). This is due to the limitations of the building and the nature of classroom provision in these classes. These children require access to provision across both classrooms (and the outdoor area for Reception). In addition, one of the Reception classrooms is too small to ensure effective early years provision.	Minor
Children and staff	Substantial	Adults should maintain 2 metre distance from each other, and from children, although this may not always be possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Staff members have ready access to sanitiser, PPE, cleaning materials which can be used to further reduce any risk if working closely with children.	Minor
Children and staff	Moderate	Classrooms desks (if in use) should be laid out so that children can sit side by side facing forwards, rather than face to face or side on. Unnecessary furniture could be removed to make more space.	Minor



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Area of Control:	Maintain social distancing measures wherever possible (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	The school library should not be used by children. Teachers and support staff may choose to select books from the library which can be distributed within their classrooms. They should ensure they have washed their hands or sanitised before handling books in the library. Before books are returned to the library, they should be kept securely in a separate area for at least 48 hours so that they are safe to return.	
Staff	Moderate	If other members of staff need to speak to / visit a different area e.g SLT they should avoid entering into the room wherever possible e.g stand in the doorway, as entering the area will affect occupancy. This may also be classed as close contact according to the guidance provided above. Administration of emergency first aid is an exception to this.	Minor
Children and staff	Substantial	Staff and pupils should stay in the same specified groups (bubbles) throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) Teachers to emphasise the importance of cohorts remaining separate to all children on reintroduction to school. Children must be supervised by an adult at all times, including going to the toilet during lesson times.	Minor
Children and staff	Substantial	Ensure that 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.	Minor
Children and staff	Substantial	Ensure that wherever possible pupils 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. The computing suite will not be used for whole class teaching during the autumn term. Keyboards and mice should be sanitised after use.	Minor
Children and staff	Moderate	Some SEND children may require use of quiet breakout space in The Hub if they are facing difficult circumstances in classrooms. Individual children will accompanied by a member of staff if this situation arises. Following the use of rooms in The Hub, the member of staff should inform Sarah Scarth of its use so that it can be cleaned before its next use.	
Children and staff	Moderate	Children who might need to be withdrawn from classrooms, for whatever reason, should be taken to either the HT, DHT or SBM offices where further arrangements will be made. This will be logged as close contact for the purposes of track and trace.	Minor
Children and staff	Substantial	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Minor
Children and staff	Moderate	Where possible consider carrying out any necessary closer supervision side on rather than face on.	Minor



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Area of Control:	Maintain social distancing measures wherever possible (3)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
		Cloakrooms	
Children and staff	Minor	Cloakrooms will not be used in Key Stage 2. Any personal belongings such as coats or lunch boxes should be taken directly to assigned classrooms.	Minor
Children and staff	Moderate	If cloakrooms are used, consider how many pupils will be using cloak areas / pegs and take steps to ensure groups of children do not mix. Rota access to these areas, keep bags and coats with the individual.	Minor
		Children should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	
Children	Moderate	Water fountains will be taken out of use and should not be used by children or adults.	Minor
		Outdoor Areas	
Children and staff	Moderate	Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.	Minor
		Breaks and Lunchtimes	
Children and staff	Substantial	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls. Reception and Year One will eat their lunch in the hall. The kitchen counter and tables should be cleaned between uses by each group. Discrete learning groups should not mix in the dining hall or outside	Minor
Children and staff	Substantial	Lunch will be served in classrooms for all other groups are based in and not all together in the dining hall. Food will be delivered to each classroom.	Minor
Children and staff	Substantial	Staff allocated to bubbles will arrange supervision for lunchtimes so that they are able to maintain adequate supervision and take breaks.	Minor
Children and staff	Substantial	Groups of children should not mix during the lunch period.	Minor
Staff	Substantial	Additional members of staff will be available at lunchtime but they will need to be assigned to specific bubbles.	Minor
		Toilets	
Children	Moderate	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	Minor



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Area of Control:	Maintain social distancing measures wherever possible (4)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children	Substantial	Limit the number of children who use the toilet facilities at one time. Signage will be provided to ensure children are aware of their responsibilities when using the toilets, for example, hand washing, avoiding overcrowding, behavioural expectations. The school code of conduct will reinforce the importance of good and sensible behaviour, especially when moving around the school and going to the toilet.	Minor
Children and staff	Moderate	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Minor
Staff	Moderate	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Minor
Staff	Moderate	For staff toilets it is good practice for staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe or Ozone following a "If You Use It –Spray It" principle.	Minor
Staff	Substantial	Signage to the backs of toilet doors and above sinks will be provided to remind staff to wash their hands and follow the "If You Use It –Spray It" principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Minor
		Assemblies	
Children and staff	Substantial	Assemblies will be suspended during this current period until further notice.	Minor
Children and staff	Moderate	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Minor
		Staff Areas	
Staff	Substantial	Each year group bubble will be assigned a staff welfare room which should be used exclusively by staff in that bubble, as follows: Reception KS1 Intervention Room Year 1 KS1 Staff Study Year 2 KS1 Meeting Room Year 3 KS2 Meeting Room Year 4 KS2 Library Year 5 Staff Room A Year 6 Staff Room B	Minor



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Area of Control:	Maintain social distancing measures wherever possible (5)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
		Tea and coffee facilities will be provided however it is recommended that staff bring their own cup from home. They may also wish to bring a warm drink in a flask. Staff should observe social distancing in these areas. All rooms to have a maximum capacity label.	
Staff	Substantial	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Spray It" principle with anti-viral wipes or Ozone.	Minor
Staff	Moderate	Staff to refrain from handing paper/resources to another employee/pupil or visitor as much as is practical, maintaining distance whenever this is necessary.	Minor
		Communication	
Staff	Minor	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or two-way radios are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Minor
Children and staff	Moderate	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Minor
Contractors visiting the school site			
Contractors	Moderate	Minimise visits to essential visits and those which cannot be completed effectively remotely e.g to carry out statutory testing, repair work or building works.	Minor
	Moderate	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Minor
	Substantial	Contractors should adhere to social distancing guidelines.	Minor
Contractors	Substantial	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	Minor
	Moderate	If contractors need supervising this should be done following social distancing guidelines.	Minor
	Substantial	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Minor
	Substantial	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Minor
	Moderate	If contractors are on site for long periods of time a separate toilet facility should be identified for their sole use and cleaned after their work has ceased and before being used by the school again.	Minor
	Moderate	Where possible an access / exit point separate to that used by staff and pupils should be used.	Minor



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	Substantial	School should still follow procedures for controlling access / security whilst contractors are on site.	Minor
		Lettings, Meetings, Visitors	
Staff, children and visitors	Moderate	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.	Minor
	Substantial	If they are for vital / necessary educational / health purposes e.g private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to.	Minor
	Substantial	A separate toilet facility should be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again.	Minor
	Moderate	Where possible an access / exit point separate to that used by staff and pupils should be used.	Minor
	Substantial	School should still follow procedures for controlling access / security whilst visitors are on site.	Minor

Area of Control:	Assess activities / lessons which can take place		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children	Moderate	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>	Minor
Children and staff	Moderate	Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms.	Minor
Children and staff	Moderate	<p>Reduce the use of shared resources where possible however shared resources can now be used as the prevalence of coronavirus has decreased and because they are important for the delivery of education.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p>	Minor



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		Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	
Children and staff	Moderate	Marking of children's work will be kept to a minimum, in keeping with our current marking and feedback policy.	Moderate
Children and staff	Moderate	Minimise, where possible, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum.	Minor
Children and staff	Moderate	Shared materials and surfaces should be cleaned and disinfected more frequently.	Minor
Children and staff	Moderate	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Minor
Children and staff	Substantial	IT equipment should be cleaned between users if it cannot be kept for the sole use of a discreet group of staff or pupils. Whole class computing sessions will not take place for the duration of the autumn term.	Moderate
		Ongoing	Minor
Children and staff		Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Minor



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6. Where necessary, wear appropriate personal protective equipment (PPE)

Area of Control:	PPE for staff and pupils		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	<p>Government has advised that the majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <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>Staff may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.</p>	Moderate
Staff	Substantial	An individual risk assessment will be completed for any child who may have difficulty controlling behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed. The risk assessment will determine if any member of staff is required to wear PPE for some or all of the time they are working with the individual and determine the most appropriate PPE for their individual needs and nature of work. The school will keep a register of any children and adults this applies to.	Moderate
		Staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members will be risk assessed to determine the safest way of working at school within the current guidelines.	
Staff		If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. If any member of staff considers that an enhanced risk assessment is required, they should discuss this with a senior leader. Staff should use their professional judgement in determining if PPE is required – if they are unsure, they should discuss with a senior leader before completing the task.	
Staff	Substantial	Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with children. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis. PPE will be stocked in a marked box in each staff welfare area – staff should only use the PPE provided in their specified year group. Please let Sarah Scarth know if you have used any PPE, whether or not the stock has depleted.	Minor
Staff	Substantial	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Minor
Staff	Substantial	Relevant PPE will be provided in each phase in a labelled location.	Minor
Staff	Minor	Staff who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance will be permitted to do so.	Minor



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7. Engage with the NHS Test and Trace process

Area of Control:	Engage with the NHS Test and Trace process		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<p>In the event of a person developing symptoms of coronavirus, staff members and parents/carers 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) 	Moderate
Children, staff and parents	Substantial	Parents and staff should inform Sarah Scarth or Rob Whitehead immediately of the results of a test.	Minor
Children, staff and parents		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.	
Children, staff and parents	Substantial	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 10 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 10-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.	Moderate



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8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Area of Control:	Persons developing Coronavirus symptoms whilst on site (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The headteacher will contact the local health protection team. 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.	Moderate
Children and staff	Substantial	<p>Close Contacts</p> <p>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.</p>	Minor
Children and staff	Moderate	<p>Records of close contacts</p> <p>Members of staff will be asked to maintain simple records, using a close contact book, of anyone who has entered the bubble as a close contact. This will only include staff and children who are not usually based in the bubble, eg. the headteacher entering the room due to an emergency. Although this is not intended to be an onerous task, it is essential in minimising the spread of infection. Therefore members of staff must maintain accurate, simple records in the close contact book.</p>	Minor
Children and staff	Moderate	Staff and children should not enter a bubble to which they are not assigned except in exceptional circumstances or when agreed with the headteacher or other member of senior staff.	Minor
Children and staff		A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. All communication regarding any infection will be communicated by the headteacher. Staff should not discuss any cases with parents, members of the public or the media.	



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Area of Control:	Persons developing Coronavirus symptoms whilst on site (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<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 bubble 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’.</p> <p>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 school immediately, and must isolate for at least 10 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’ 	Moderate



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9. Contain any outbreak by following local health protection team advice

Area of Control:	Persons developing Coronavirus symptoms whilst on site (4)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff & visitors	Substantial	If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be classed as an outbreak. The headteacher will continue to work with the local health protection team who will be able to advise if additional action is required.	Moderate
Children and staff		Staff will be told if a child or staff member goes home with COVID-19 symptoms. This information will be highly confidential and should not be shared with anyone outside of the staff team.	



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Educational Visits

Area of Control:	Educational Visits		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff		Government guidance is currently that all domestic (UK) overnight and overseas educational visits should not happen for the time being.	
		Non-overnight educational visits can resume. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, staff will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Staff should consult the health and safety guidance on educational visits when considering visits and discuss arrangements for any potential visit with Chris Evans. It is imperative that the educational visits planning form is completed at the beginning of the planning process and permission sought from the HT & DHT.	
		Government guidance should be followed for domestic (UK) overnight and overseas visits if restrictions are lifted.	

School Workforce

School Workforce			
Clinically extremely vulnerable and vulnerable staff and pupils			Clinically Extremely Vulnerable persons.
	Children and staff	Substantial	Staff and pupils who are classed as clinically extremely vulnerable 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 .
	Children, staff and parents	Substantial	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they can now attend school.
	Staff	Substantial	Clinically vulnerable persons Staff - Clinically vulnerable staff (not including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to be especially careful and be diligent about social distancing and hand hygiene. The school will assess and discuss with clinically vulnerable staff whether current arrangements involve an acceptable level of risk via the use of an employee risk assessment.
			Minor
			Minor
			Moderate



Saltaine Primary School: Risk Assessment

	Children	Substantial	Staff who are pregnant should not attend work and should work from home wherever possible. Pupils - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. A medical needs plan will be required for that pupil if they are to come on site.	Moderate
	Children, staff and parents	Moderate	Living with someone who is clinically vulnerable – pupil 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.	Minor
Staff who may otherwise be at increased risk from coronavirus	Staff		<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. This may include:</p> <ul style="list-style-type: none"> • Pregnant women • New mothers • Older staff • Disabled staff • Black staff • BAME staff <p>If people with significant risk factors are concerned, they should raise these with senior staff and discuss their concerns. Leaders can explain the measures the school is putting in place to reduce risks and will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Sarah Scarth will complete a separate risk assessment with staff as necessary.</p>	



Saltaine Primary School: Risk Assessment

Fire Safety	Children and staff	Substantial	Staff to familiarise themselves with their nearest fire evacuation route taking into account the changed use of the site.	Moderate
	Children and staff	Substantial	Staff and children will continue to muster on the all weather pitch. Each year group should congregate in a separate area of the all-weather pitch while maintaining their bubble and social distancing rules so that separate groups do not mix.	Moderate
	Children and staff	Substantial	Fire Marshalls from 1st September until further notice: KS1 building: Rachel Abbott KS2 building ground floor: Chris Evans KS2 building first floor: Sarah Scarth The Hub: Tracey Liddle	Minor
	Staff	Substantial	Ensure staff know how to use fire extinguishers, where callpoints are etc	Minor
	Children and staff	Substantial	Practice new procedures as soon as possible after reopening.	Minor
Catering	Catering Staff	Substantial	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	Minor
	Children	Substantial	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Minor
	Catering staff, children and school staff	Minor	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs).	Minor
			Reception and Year One will eat their lunch in the hall. The kitchen counter and tables should be cleaned between uses by each group. Discrete learning groups should not mix in the dining hall or outside	
			Lunch will be served in classrooms for all other groups are based in and not all together in the dining hall. Food will be delivered to each classroom.	
	Catering Staff	Moderate	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Minor
	Children and staff	Substantial	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Minor
	Catering Staff	Substantial	Catering staff should observe the rules of social distancing and hygiene whilst on site. Further guidance regarding health and safety is provided by FM.	Minor



Saltaire Primary School: Risk Assessment

	Children and staff	Moderate	Milk and snacks will be brought to the classroom	Minor
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Thank you for keeping everyone safe at Saltaire Primary School. We hope that by implementing the control measures above that all shall remain healthy and safe.