Risk Assessment

It should be used alongside the government guidance below:
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england
The Government has indicated its intention to produce a toolkit which will supersede this advice.

Location / Site	Insert location and site where activity taking place
Moss Lane School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Year R, Year 1, Critical Workers and Vulnerable groups RE-OPENING	
Assessment date	Insert date when assessment is being carried out
14/5/2020 – to be updated regularly until re-opening	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools' states:
- "The safety of children and staff is our utmost priority."
- "The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings."
- "In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this."

Government guidance for parents concerning re-opening of schools states:

- "We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**"

"Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families."

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include: Consideration of the pupils' mental health and well-being.

PLEASE NOTE

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

1. **Lack of social distancing in the classroom** resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Reduce the number of children in the classroom to enable social distancing (no more than +10)
2. Remove excess furniture to increase space if space to do so– to Classrooms/ EYFS / possibly library
3.Social distancing charter created for and with the children
4. KS1 Children keep to their desks when in the room, wherever possible
(Include instructions how to line up, use of toilet, moving around the classroom etc.)
5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of positive praise/reminders, following our school behaviour policy.
6. Children who struggle with social distance will be supported through frequent reminders, social stories and positive reminders and ELSA support
8. Lessons planned for individual work (not pairings or group work)
9.Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction
10.Mark out an area for the teacher – 2m distancing at front of classroom
11. Children to use same desk if returning next day
12. Teacher and LSA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)
13. Children stay in the classroom and not mix with other groups. There will be lots of opportunity to go outside.
14. Remove unnecessary items from classrooms and other learning environments which there is space to store it else where
15. Remove soft furnishings, soft toys, and toys that are hard to clean (intricate parts)
16. Store excess equipment in the library
17. Lidded bins in all bubbles with 'Catch it, bin it, kill it' signs
18. Equipment kept in a tray under children's tables. Book bags should not come to school
19. Coats placed on the back of children's chairs. Children in Bubbles in Polar/ Panda classroom will use the class pegs
20. No assemblies in hall – assemblies to be done in own class bubble-with strong wellbeing focus
21. Bins cleared at the end of the day. All rubbish to be double bagged.
22. Hall and Library area used for storage.
23. Limiting the amount of shared resources sent home e.g. No books to go home

24. Each class to have its own first aid
25. Each class to have its own sanitising station
26. Staff to limit the number of shared resources that are taken home. Teachers to make sure they wash their hands and surfaces before and after handling books. Get chn to self-mark where possible.
27. All clothing to be washed following a day in school.
28. Maximising Ventilation-Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations)
29. Emergency evacuation procedures to be practiced in class bubbles. Hedgehogs, ICT and Otters to go out through front door and line up on carpark playground. All other classes to line up on playground.
30. Behaviour policy updated to reflect new rules and routines. This to have a strong focus on emotional wellbeing. Policy regularly reinforced throughout each day
31. The following practices have been put in place and information communicated to staff, pupils and parents as relevant to need:
32. One-way circulation (or dividers) in corridors
33. Accessing rooms directly from outside where possible
34. Staggered start/finish, /break/lunch times
35. Introduction of drop-off / pick-up protocols that minimise contact, reduce the number of parents on site and provide for a queuing system and process for staff to greet each child on arrival
36. Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk where possible)
37. Limited use of shared resources and prevention of sharing stationery and other equipment where possible
38. Consistent groupings of staff/pupils wherever possible with minimal mixing
39. Assemblies taking place with individual groups in their allocated classroom spaces
40. Social distancing (2 metres apart) for older children to be practised where possible
41. Conducting regular classroom activities outdoors during allocated slots. EYFS classes to have allocated outdoors space where possible. Polar class to use secret garden.
42. Reduction of unnecessary travel where possible
43. Staff too will only use their allocated 'bubble' staff facilities for and refreshments.

PPE

Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required at school- A supply of PPE will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; where PPE is recommended, government guidance will be adhered to, as follows:

44. A fluid-resistant surgical facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus

45. If contact is necessary, then gloves, an apron and a facemask will be worn

46. If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn

47. Additional training needs on the use and safe disposal of PPE have been identified with individual staff and training [has taken/is scheduled to take] place.

48. Any homemade non disposable face coverings that staff/ children wear when they arrive at school must be removed by the wearer and placed into a plastic bag to take home. The wearer will wash their hands.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

2. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Taps allocated to class including EYFS (as the sink is 1 long big 1 long and only 1) or closed sink for handwashing in toilet but to use sink in their own classroom bubble. LN to cordon off taps for each bubble..
2. Allocated toilets for different 'bubbles' children - x 2 for each class
3. Hand gel used after toilet use as well as washing hands)
4. Extra Signs in toilet re washing hands
5. Wedges for the toilet external toilet doors if not fire doors
6. Extra soap ordered to ensure we do not run out
7. Polar bears class to have a safe walk way created around through the pit- carpark- around the back – secret garden – toilet
8. Briefings for staff and information provided to parents on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing
9. Provision of liquid hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply
10. Regular reminders about hand washing and social distancing; E-Bug (or similar) posters displayed in every classroom, at the main entrance/front office, in places visible from the school gate, in the staffroom and all toilets
11. Staff are explicitly teaching and supervising health and hygiene arrangements, such as handwashing, tissue disposal and toilet flushing
12. Hand sanitiser and tissues available in classrooms and other key locations
13. Staff required to wash their hands and surfaces before and after handling pupils' books
14. Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily

Enhanced cleaning
Enhanced cleaning protocols are in place. These include: -
- Thorough cleaning of classrooms and communal areas at the end of the day
- Cleaning of frequently touched surfaces often
- Lidded bins provided for tissues; these are double bagged and emptied regularly during the day
- Cleaning of play / outdoor equipment between groups
- Cleaning of other equipment for practical lessons between groups
- Lunch tables cleaned
- Removal of unnecessary items from learning environments
- Removal of soft furnishings, soft toys and toys that are hard to clean.
- Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time
- Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day

Remaining level of risk	Consider level of risk following use of control measures

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **3. Lack of social distancing waiting to come into school in morning** resulting in direct transmission of the virus ||||

Existing level of risk	Consider current level of risk		

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Markers outside for the children and parents to wait – more than 2 metres apart as more than one person. Minimise parent's adult to adult contact bringing children to school
2. Only one parent to attend
3. Parents made clear that they cannot gather at the entrance of gates or doors or enter the site unless they have pre-arranged appointment
4. Allocated gate for each 'bubble' parents to arrive and leave from
5. Instructions shared re social distancing between families in the morning with parents and children
6. Signage for parents and children displayed outside the school by gates reminding about 2m and not gathering
7. Signage to guide parents and carers about where and when they should drop off and pick up
8. Staggered drop off and pick up times for different year groups
9. Families encouraged to walk, cycle to school to where possible
10. Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival.
11. Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.

Remaining level of risk	Consider level of risk following use of control measures		

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staggered playtimes and allocated play area in the first instance
2. Reduced playtime equipment – hard surfaces and can be easily cleaned. LN to tape it off all playequipment.eg. Pepperpot, tractor etc.
3. Each class to have a playground box that is for only their class. CB organising.
4. Games discussed which encourage social distancing – football passing etc. Staff supervision throughout – actively encouraging and insisting on social distancing
5. Children are encouraged to maintain distance – modelled by staff
6. Staff remain at a safe distance from each other at lunchtimes or during breaks
7. Children reminded of the playtime rules – regarding social distancing
8. Sun safety- Parents' to ensure that children come into school wearing high factor sun cream and have a sun hat. All children to wear a t shirt that covers their shoulders .

Remaining level of risk	Consider level of risk following use of control measures

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

5. Lack of social distancing when eating lunch resulting in direct transmission of the virus	

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children eat in their classroom bubble
2. Children asked to bring packed lunch in first instance – packed lunches kept under children's tables with bags
3. Staff to wash and wipe down tables with bacteria spray
4. Children to wash hand before and after lunch
5. Meals brought to their classroom by innovate staff–Bubble leaders clear and anti bac tables after lunch.
6. When we have meals cooked on site staff to serve the children.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

6. Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children staying in their classroom
2. One child going to toilet at one time
3. Messages to office via walkie-talkies
4. Staff to distance themselves for each other
5. One-way system around the school– safety concerns
6. Agree instructions with children concerning going and returning to toilet
7. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practise this in the first few days
8. Staff room to only be used by individuals. Staff to follow safety measures.
9. Staff to have kettles in classroom in a safe area. Staff to be aware of hot water in classroom and take caution.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

7. Contact of shared resources resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children will have their own tray, school to give resources out and put in tray
2. Tubs of resources for individuals if needed – maths cubes etc.
3. Resources washed in Milton each night and left to dry if not same person using them the next day
4. Tables, door handles and other surfaces cleaned with Milton every night
5. Lessons planned so resources are individual and not shared – or on white board
6. Resources on tables ready for lesson and not distributed within the lesson
7. Plastic packets (zippy) bags used for individual resources
8. Children encouraged to wash hands / use hand gel before lessons and after each lesson

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **8. Emotional distress of the children** ||

Existing level of risk	Consider current level of risk			

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children to have class teacher and LSA (if possible under vulnerable staff guidance) in the first instance
2. Small numbers of children to support their emotional need
3. Reduced time in school to ensure transition is successful from home to school
4. 2 metre social distancing ELSA provision available for children who are distressed
5. Curriculum in first few weeks to support children's well-being – slowly increasing the cognitive load
6. Re-establish school routines and expectations
7. EYFS to come in week June 8th part time 10-1.30pm. Full time June 15th
8. EYFS placed with EYFS staff in bubbles where possible, and if numbers of children work, within their usual classroom.

Remaining level of risk	Consider level of risk following use of control measures			

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **9. Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety including anxiety** ||

Existing level of risk	Consider current level of risk			

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Inclusion in risk assessment process – input into hazard identification and control measures
2. Virtual coaching for any staff who requests it with HT
3. Staff meeting – virtually on a Wednesday 3.30pm – to discuss concerns and shared control measures. Staff meeting no more than 1hr.
4. At least one SLT member of staff on site every day for staff to share concerns with
5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible
6. Separate risk assessment for the office area
7. Planned time for planning and preparation within the week especially for those with children in school
8. Extremely vulnerable staff (Shielding) work from home
9. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place
10. Ensure sufficient rest breaks
- Revised timetabling to build in identified breaks during the day for those staff working on

site
- Those working remotely encouraged to ensure that they take breaks from work during the day
- Staff encouraged to take breaks outdoors where practical maintaining social distancing
11. Regular contact with all staff by line managers
- Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check
- Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have
12. Weekly communication
- Provision of a weekly update from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues
13. Provision of Employee Assistance Programme / Signposting support
- Sharing of support helplines
- School has signposted suggested sources of support to all staff
- Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing
- Tea, coffee and milk supplies stocked for staff in classrooms.
- School lunches continue to be provided for those working in bubbles and needing to eat with the children.
- Any staff alone with their bubble of children can call on LN for comfort break am/pm office. We walkie talkie or mobile to call.
- An attitude of praise and support for our staff and all that they are doing is modelled to parents. Staff are just as important.
- Staff should be encouraged to go home as soon as possible at the end of the school day.
- Dress code for staff is relaxed in order to accommodate increased demands of washing.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

10. Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Seek expert guidance from behaviour support (Jackie Foyley's team) re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments
2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals
3. Extra disposable aprons ordered
4. Extra gloves ordered
5. Visors made by Broadwater if needed
6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
   Pls note the Government guidance states "Wearing face coverings or face masks is not recommended"

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
11.SEND children –resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. To work with any outside agencies if available
2. May not be possible to provide full range of provisions set out in the plan so may be necessary to make different arrangements
3. Where possible try to keep them with familiar adults
4. Use of social stories to help support and explain the need for close contact
5. With SENDco answer questions-
   - What are the potential health risks to the child from COVID-19? (bearing in mind any underlying health conditions)
   - What is the risk to the child if some or all elements of their EHC plan cannot be delivered at all?
   - What is the risk if some or all elements of their EHC plan cannot be delivered in the normal manner or in the usual setting?
   - What is the ability of the individual's parents or home to ensure their health and care needs can be met safely?
   - What is the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered?
   - It is recognised that some children with SEND present behaviours that are challenging to manage e.g. Spitting, hitting. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

12. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Hand gel dispenser stations in all classrooms
2. Hand gel order in large quantities
3. Extra soap dispensers and re-fills in each classroom
4. Extra hand washing bowls in each classroom
5. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters replaced in all washing areas
7. Reminders how to wash hands properly – videos and posters
8. Procedure agreed for children to wash hands so thorough hand washing

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	EDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

13. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton
2. PPE will be worn by all cleaning staff
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
4. Soft furnishings and soft / cloth toys will be removed from use in classrooms
5. Deep cleaning of classrooms as used by the Keyworker children before re-opening
6. Cleaners to deep clean the school before the school re-opens
7. Anti-static cleaning to be carried out prior to opening – last for 21-28 days

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
14. Risk of illness of vulnerable pupils, staff and family members through direct and indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. **Shielded children and adults**

Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school- Staff and parents given advice on who is not expected to attend school.

2. **Clinically vulnerable children and adults**

Parents are expected to follow medical advice if their child is in this category.

- School will support clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk. - Staff and parents given advice on who is not expected to attend school;

- Individual risk assessments conducted on an 'as required' basis;

- Reasonable adjustments for disabled workers to be assessed on an 'as required' basis

3. **Adults living with a shielded person**

A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions). -Staff and parents given advice on who is not expected to attend school;

4. Individual risk assessments conducted on an 'as required' basis.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **15. Adult or child shows symptoms of Coivd -**resulting in direct transmission of the virus | |

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus staff/ pupils to use new track and trace programme

2. Staff given instruction on what to do if a pupil show symptoms at school. Any one developing symptoms high temp or continuous cough must be sent home and follow Covid 19 guidance.

3. If a child is awaiting collection they will be moved to head teacher's office and isolated behind a close door, depending on the age and with appropriate adult supervision
4. Window will be open for ventilation
5. If they need the bathroom while waiting to be collect they use a separate one and that should be cleaned and disinfected after use
6. PPE will be worn by staff caring for child while they await collection (try to maintain 2m)
7. In an emergency office to call 999.
8. If a member of staff has helped someone who is unwell they don't need to go home unless they develop symptoms themselves or the child subsequently test positive
9. Staff to wash hands for 20 seconds after any contact with someone who is unwell.
10. Clean affected area with normal disinfectant after someone with symptoms has left

11. Staff given instruction on what to do if they or someone in their household experiences symptoms;

12. Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms;

13. If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days

Remaining level of risk	Consider level of risk following use of control measures

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

16. Confirmed case of Coivd -resulting in direct transmission of the virus	

Existing level of risk	Consider current level of risk

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Anyone showing symptoms compatible with Coronavirus they will be sent home and advised to self-isolate for 7 days
2. Fellow household members should self-isolate for 14 days
3. All staff and children will have to access to a test if they display symptoms and are encouraged to get tested
4. If they test negative they can return to school and household members can end their self-isolation
5. If they test is positive, the 'bubble' will be sent home and advised to self-isolate for 14 days
6. Other house hold members don't need to self-isolate unless the child or staff members they live within that groups subsequently develops symptoms
7. If more cases develop PHE will be contacted and their health team will do a rapid investigation and will advise school

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

17. Risk Social distancing in school office and communal area resulting in indirect transmission of the virus	

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Office staff to remain in the office
2. Communication via the office is through walkie talkie system
3. Office to do DFE attendance recording
4. Children not to be sent to the office for first aid. Teachers/LSA to do within their own bubble

5. Avoid parents in school /office unless pre-arranged
6. Staff not to sign in /out at the office
7. Office desks to be separated by 2m
8. Office to ensure that clean desk policy in place after school day
9. Only one office member to open school gate buzzer
10. IT workstations in use simultaneously are distanced at least 2 metres apart
11. Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed
12. Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users
13. Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed
14. Office staff instructed on how to deal with deliveries safely
15. Should a child have an accident and require first aid or a change of clothing, children must be sent to the school office and wait on a chair outside of the office until a member of staff is ready to assist them. The staff member will wear PPE (face mask, apron and gloves) before assisting.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	**Signature of assessor**	**Date**
		20-5-20

Name of headteacher	**Signature of manager**	**Date**
Victoria Abbott	*V Abbott*	**15-5-20**

Risk assessment reviews	Set future review dates & sign/comment upon completion