


## Roe Farm Primary School

### COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	All children returning to school			
Person(s) completing assessment:	Helen Weston Paul Taylor	Date of assessment completed:	26 <sup>th</sup> May 2020	
Date of review:	6 <sup>th</sup> November 2020  Review following closure	Review completed by:	Helen Weston/Matt Davenport	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b>	<i>Staff, pupils, external professionals, families, visitors or contractors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; if temperature remains at 37.5 or above, they are required to remain away from school until a normal temperature can be</i>	<i>Re-send clear guidance to all staff and parents/carers of pupils</i>	<i>HW</i>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>maintained. They will be advised to contact NHS: 119 to request a test or do this online. The 10 days isolation start from the 1<sup>st</sup> day symptoms began. All other household members who remain well must stay at home and not leave the house for 14 days. If you have a test but have no symptoms but tested positive the 10 days isolation starts from the day the test was undertaken. <a href="#">Where a test cannot be booked, taken etc. the child will isolate for 10 days.</a></i></p> <p><i>School will contact the LA and Coronavirus Helpline (option 1) 0800 046 8687 (changed from Public Health due to increase in calls) and definitive advice will be given.</i></p> <p><i>School will contact <a href="mailto:CCT@derby.gov.uk">CCT@derby.gov.uk</a> will be informed of positive cases: support will be given: if more than 2 cases classed as 'outbreak' and support will be given.</i></p> <p><i>Where there has been close/proximity contact made with others in the bubble staff and children will be advised to self-isolate for 14 day. Test and Trace will be contacted and used and advice will be given by them.</i></p>	<p><i>Where a child's temperature has been taken and is high this will be recorded and logged to ensure monitoring of isolation can take place.</i></p> <p><i>Area to be cleaned thoroughly with 'Selgeine Ultra'</i></p>	<p><i>Office staff as required</i></p> <p><i>HW/PT</i></p> <p><i>PT/HW/Cleaners</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Close contact means:</i></p> <ul style="list-style-type: none"> <li>- <i>Face – to – face: within 1m. Conversation, coughing, skin to skin (unprotected physical contact).</i></li> <li>- <i>Proximity contact: extended close contact of 1 – 2m for more than 15 minutes.</i></li> <li>- <i>Travelling in a car.</i></li> </ul> <p><i>School will continue to monitor and track sickness and absences to reduce risks e.g. contacting parents for reasons for absence, home visits where required for prolonged periods.</i></p> <p><i>Staff to raise concerns where necessary using CPOMs.</i></p> <p><i>Staff, pupils, external professionals, families, visitors or contractors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</i></p> <p><i>If any staff, external professionals, families, visitors or contractors come on site they will be asked to provide contact details for test and trace.</i></p>	<p><i>Contact to be made with the LA/Coronavirus helpline team who will provide definitive advice on who must be sent home.</i></p> <p><i>Recording document for children isolating stating start and end date</i></p> <p><i>Codes on integris indicating covid: X</i></p>	<p><i>HW</i></p> <p><i>Office staff to provide for visitors on entry to building</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Expectations will be clearly shared to ensure expectations are following regarding social distancing, cleaning etc.</p> <p><i>Reminders of social distancing: 400mm x 400mm signs to be displayed around school in corridors and staff room areas</i></p> <p><i>Keep Your Distance sign to be displayed on the top step of each set of stairs.</i></p> <p>All visitors will be asked to sanitise hands and be logged and recorded, this will include the date they visited and the end of the 21-day period. If anyone on site tests positive this will enable contact to be made.</p> <p>After 21 days information will be destroyed.</p> <p>Should staff, external professionals or contractors display symptoms of COVID 19; a new continuous cough; high temperature; loss of or change in your normal sense of taste or smell (anosmia) in the workplace they will be sent home and advised to request a test from NHS: 119 or online and <b>asked</b> to follow the stay</p>	<p><i>Prepare file for office with relevant document for completion to ensure confidentiality.</i></p> <p><i>Check list of questions for visitors in the building to complete on entry</i></p> <p><i>Request that the visitor updates the school on receipt of results</i></p>	<p><i>Office staff to destroy detail at end of 21 - day period</i></p> <p><i>Member of staff with visitor</i></p> <p><i>Office staff</i></p> <p><i>PT/ZB</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>at home guidance and isolate for 10 days if the test is positive. If it is negative the member of staff can return</p> <p>If tests are positive, other members of the household must self – isolate for 14 days. They should <u>NOT</u> request a test unless symptoms are displayed.</p> <p>If symptoms develop, they <u>MUST</u> request a test.</p> <p><i>If an individual in class has symptoms, they will be removed from the classroom and taken to medical to wait for families to collect, it is here they will have access to their own washing facilities. They will be advised to contact NHS: 119 for a test or request one online. Staff will be reminded to keep a distance of 2m and where this is not possible appropriate PPE will be available; face shield, masks, gloves, aprons</i></p> <p><i>'Selgeine Ultra' will be used once the child has left to clean all areas that have been accessed.</i></p>	<p><i>Log in test and trace file the visitor was sent home to enable follow – up</i></p> <p><i>Area to be cleaned once the child had left</i></p>		

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>If the test is negative, they will be able to return to school.</i></p> <p><i>If a child undertakes a test and this is positive, children <b>MUST</b> isolate for 10 days from the day the symptoms started.</i></p> <p><i>No action will be taken until a positive test result has been received.</i></p> <p><i>Where a positive result is received the bubble will close and remote learning will begin.</i></p> <p><i>School will consider the government guidance for cleaning and consult directly with the LA and Health Protection Team as outlined above.</i></p> <p><u>Coronavirus covid-19 implementing protective measures in education and childcare settings</u></p> <p><a href="#"><u>Government self-isolation guidance</u></a></p>			
<p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Staggered start and finish time to reduce congestion and too many families around the site at one time.</i></p> <p><i>Posts to be visible displaying year group entrances.</i></p> <p><i>Use of all gates <b>and doors opened slightly earlier</b> to enable a constant flow of children entering and leaving the site.</i></p>	<p><i>Dojo message to be sent to parents to request this</i></p>	<p><i>HW</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; Classes/year groups given clear information about gates/times for drop off and collection.</i></p> <p><i>Areas will be zoned with barriers, there will be a point at which parents cannot cross. Social distancing posters to be displayed to remind parents/visitors particularly with adults on site due to increased risk.</i></p> <p><i>Parents will be reminded at all times about social distancing and be asked to wear a mask when on site. Children must be sent into the designated area for their bubbles, a member of staff will be waiting to greet them.</i></p> <p><i>Children to be greeted by a member of staff within the zones to avoid parents entering, staff will ensure they continually remind both parents and children of social distancing measures and promote this in an appropriate way where possible.</i></p> <p><i>Reminders of social distancing:</i></p>	<p><i>Letters sent through dojo to families with all information needed</i></p> <p><i>HW/PT to be available for guiding parents on the playground whilst routines are being established.</i></p> <p><i>HW/PT to monitor and identify any possible adjustments that may be needed regarding the organisation due to increased numbers.</i></p>	<p><i>HW</i></p> <p><i>Class teachers to collect and take children to gate at the beginning and end of school</i></p> <p><i>HW/PT to monitor gates and flow of families</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>400mm x 400mm signs to be displayed around school in corridors and staff room areas</i></p> <p><i>Keep Your Distance sign to be displayed on the top step of each set of stairs.</i></p> <p><i>With younger children, this may be more difficult but appropriate measures will be taken with hand washing, sanitising. Staff and children will wash hands on entry to school and will be monitored by staff. <a href="#">Hand sanitiser will be available throughout the day for use.</a></i></p> <p><i>For collection, parents to wait outside the designated zone on the playground. Where there are siblings, parents may cross the playground but again will not enter designated zones. Reminders at all times about social distancing: <a href="#">posters displayed</a></i></p> <p><i>Teachers to walk their designated group into the building directly to their classroom for handwashing: staggered start times to minimise risk of congestion. Staff to monitor handwashing.</i></p>			



What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Belongings to be stored in lockers prior to entering the classrooms.</i></p> <p><i>Teachers to walk their designated group in a controlled manner directly from their classroom to the gates to be reunited with their parents/carers for collection at the end of the day: staggered finish times to reduce congestion</i></p> <p><i>Use of all gates to exit for each bubble.</i></p> <p><i>All staff to enter and exit by the main school entrance.</i></p> <p><i>Reminders of social distancing:</i></p> <p><i>Within the staff car park, staff will use professional judgement about social distancing when arriving at the same time.</i></p> <p><i>Where staff arrive to school by public transport, they must ensure they wear face coverings.</i></p> <p><i>Doors must not be wedged open due to fire safety: cleaner in during the day to clean touch points regularly</i></p> <p><i>Hand sanitiser to be available for use on arrival.</i></p>			

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>Ineffective personal hygiene measures</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Robust handwashing promoted. Where a child arrives in school with face coverings, they will be reminded to remove these and parents will be asked to take them home. Parents will be discouraged from providing face masks for children. Staff and children to wash hands on entry to school first thing in the morning. Handwashing will also be essential prior to eating e.g. snack times and lunchtimes.</i></p> <p><i>There will be 'Zoono sanitiser' available throughout the day for use by staff and children.</i></p> <p><i>All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and water on arrival/leaving school, following use of toilet facilities, before/after eating, break/ lunch times and after a bout of coughing/sneezing. Children will be supervised at all times. Staff and pupils encouraged to follow the Catch it, killing it, Bin it protocol – disposable tissues available in classrooms and staff areas and to be immediately</i></p>	<p><i>Regular checks to ensure hand soap is topped up within classrooms</i></p> <p><i>Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient disposable tissues are available in school.</i></p> <p><i>Ensure all rooms have 2 bins: pedal</i></p>	<p><i>Cleaner/PT</i></p> <p><i>MDav</i></p> <p><i>PT</i></p> <p><i>MDav Catch it posters</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>placed in a pedal bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>COVID 19 general information posters to be displayed around school: reception, staff room areas, corridors at the bottom of each set of stairs</i></p> <p><i>Posters displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Catch it, kill it, Bin it posters displayed around the school: children to wash hands following sneezes, cough etc.</i></p>	<p><i>bin and a bin for general waste</i></p> <p><i>Ensure sufficient hand sanitiser is available: COSHH sheet for staff to read for safe use</i></p>	<p><i>HW handwashing posters</i></p> <p><i>PT</i></p>	
<p><i>Possible contamination in reception areas and office</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Parents will not be allowed into reception area without an appointment.</i></p> <p><i>Parents discouraged from dropping belongings off during the day e.g. packed lunches to reduce contact.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT. Meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p>	<p><i>Check intercom systems is working</i></p> <p><i>Consider what room would be most suitable for meetings when booking with easy access and sufficient space and facilitate the</i></p>	<p><i>PT</i></p> <p><i>HW</i></p> <p><i>PT</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Tables, chairs etc. to be cleaned down after use.</i></p> <p><i>Visitors to be let into front entrance and provided with disposable labels.</i></p> <p><i>All visitors will be asked to sanitise their hands, on arrival with sanitiser available.</i></p> <p><i>Details will be taken for test and trace from all visitors and destroyed after 21 days as outlined above. This will include the visit date and the date the 21-day period will end.</i></p> <p><i>Keep the number of visitors to a minimum unless an emergency. Meetings to be held virtually.</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff <b>MUST NOT</b> enter <i>any of the</i> office areas, requests to be made from the windows.</i></p> <p><i>Where possible, communication to be made through e mails.</i></p> <p><i>If not possible, over a 2m distance for less than 15 minutes.</i></p> <p><i>Where possible, communication with external professionals needs to be by e mail to avoid entering office spaces to make calls when other staff are present.</i></p>	<p><i>social distancing rule.</i></p> <p><i>File to be set up in office as outlined above:</i></p> <p><i>Details of visitor for contact, questions to respond and sign, prior to entering for checks</i></p> <p><i>Hand sanitiser and selgene available for office staff to access: COSHH sheet for staff to read for safe use</i></p>	<p><i>HW/PT</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Office staff to work at designated desks and avoid shared equipment. They will be responsible for regular cleaning of desks, equipment used, IT and phone equipment using antibacterial cleaning materials provided.</p> <p>Staff <b>MUST also NOT enter TL's office for discussions.</b></p>			
Possible contamination within classroom/teaching and learning spaces	<b>Pupils, staff, other professional and contractors becoming infected with COVID-19:</b>	<p>Classrooms with external door direct to the outside to be used where possible: doors <b>MUST NOT be left open at all times.</b></p> <p>Classrooms and learning spaces to be organised so the whole class can be accommodated.</p> <p>Tables to be organised to avoid and reduce the risk of close/face to face contact. Children to be facing the front of the class, <b>unless this impacts on conducive learning. In these cases, chairs will be positioned to promote social distancing.</b> Be mindful of social distancing rule for adults.</p> <p>Outdoor learning to be considered and undertaken, maintaining social distancing.</p>	<p>Organisation of tables</p> <p>One-way system within classroom where possible: INSET Days</p> <p>Use of barriers to zone areas for</p>	<p>Class teachers/PT/HW</p> <p>PT</p> <p>Class teachers</p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Pupils to be given their own designated space and pack of resources/equipment to minimise any potential cross contamination e.g. pencils, rubber, ruler. <b>Pritt sticks, crayons and highlighters to be shared.</b></i></p> <p><i>Clear expectations to be shared with children and their responsibility to keep their equipment organised and tidy.</i></p> <p><i>Soft furnishing such as mats/beanbags and cushions to be taped off/removed from most classrooms. In Nursery, Reception there may be some access to cushions in case a child does become tired or need to rest due to them being slightly younger. They will be regularly washed and 'Zoono' will be used for protection.</i></p> <p><i>Soft toys to be taped off or covered in classroom and learning areas.</i></p> <p><i>Use of communal equipment will be avoided where possible. However, any shared equipment and toys being used will be wipeable and disinfected prior to and</i></p>	<p><i>bubbles: staggered playtimes and lunchtimes</i></p> <p><i>PE equipment: Class teachers to organise and sort equipment they will use with children that can be easily cleaned and wiped down: 'Selgiene Ultra Virucidal Cleaner': 1 part to 10 parts water.</i></p> <p><i>If younger pupils need a cushion or soft surface ensure this is washed regularly and the 'Zoono shield spray' is used.</i></p>	<p><i>Staff within class to wipe down after use</i></p> <p><i>Teachers/TAs</i></p> <p><i>ZB</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>after use. Resources <b><u>MUST</u></b> be left for a period of 48 hours before use by another bubble. For plastics this <b><u>MUST</u></b> be 72 hours.</p> <p>Where books are taken home for marking or marked in school ensure work space is sanitised/cleaned down and hands are sanitised. Should staff wish they may also decide to wear gloves.</p> <p><i>Reading books will be returned on a Friday and be quarantined over the weekend ready to be sent out again the following week.</i></p> <p>Resources available will be limited to what is essential for use on a daily basis and planned.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards to be cleaned after use.</p> <p><i>Laptops to be assigned to all teachers to avoid sharing</i></p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p>	<p>Cleaner to be working during the day to clean larger spaces after use at playtime/lunchtime ready for next group e.g. toilets 'Selgiene Ultra Virucidal Cleaner': 1 part to 10 parts water.</p> <p>Where equipment has been used it is the responsibility of the class teacher to clean this down with selgeine ultra</p> <p>Door handles and other touch points such as hand rails, job points to be cleaned throughout the day by cleaner.</p>	<p>Teachers/TAs</p> <p>ZB</p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>Light switches, windows, and blinds to be wiped down after use.</i>			
Sports lessons – contact sports, sharing of sports equipment.	Staff, pupils, visitors and contractors.	<p>Controls to be put in place for sports lessons: -</p> <p>Kept in consistent groups.</p> <p>Thoroughly cleaning equipment between use by different individual groups.</p> <p>Contact sports avoided.</p> <p>Outdoor sports priorities. Large indoor spaces used when not – maximise distance between pupils, paying attention to cleaning and hygiene.</p> <p>Can work with external coaches, clubs and organisations for curricular and extra-curricular if safe to do so.</p> <p><i>Children will come into school in their PE kits and remain in it for the full day.</i></p>	<p><i>Resources to be organised and shared out to staff by DL and MWood</i></p> <p><i>Equipment to be signed in and out for use once cleaned</i></p>	<i>DL/MWood</i>	
Music lessons – singing, shouting, chanting, playing	Staff, pupils, visitors. To minimise the risk of transmission	Physical distancing whenever possible, limiting the group sizes to no more than 15.	<i>Discussions with Music Partnerships</i>	<i>JN/Music Partnership</i>	



What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
instruments (wind or brass.)	whilst pupils are playing instruments (wind or brass) or singing/ chanting/ shouting in small groups such as in music lessons.	<p>Position pupils back to back or side to side, avoiding sharing of instruments.</p> <p>Take particular care with the positioning of instruments with lateral transmission such as flutes. Fix bubbles/groups to reduce contacts.</p> <p>Ensure adequate ventilation.</p> <p>Singing, wind and brass playing (high risk activities due to potential for aerosol productions) should not take place in larger groups such as school choirs and ensembles or school assemblies.</p>	<p><i>to look at organisation for sessions and minimise risks</i></p> <p><i>Music Partnership risk assessment</i></p>		
<i>Possible contamination from use of toilet/welfare facilities</i>	<b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b>	<p><i>Staff to access toilet areas one at a time, red and green card system on outside door to show whether occupied or not.</i></p> <p><i>Regular cleaning throughout the day</i></p> <p><i>Pupils will be monitored in their use of toilets to maintain social distancing – pupils will be supervised to toilet areas to ensure groups of pupils do not access toilets at the same time. Playground rota to be developed by individual teams and displayed due to staggered breaks.</i></p>	<p><i>Regular checks throughout the day: cleaner</i></p> <p><i>Ensure there are sufficient stocks of soap and toilet roll available</i></p>	<p>ZB</p> <p>ZB/PT</p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Member of staff on internal and external doors</i></p> <p><i>Reduce the risk of cross contamination: staggered playtimes to enable cleaning between breaks and after use. Additional cleaner on site during the day to ensure this happens.</i></p> <p><i>Year 6: Changing room toilets</i>  <i>Year 3, 4 and 5: What was boys' toilet</i>  <i>Toilets/sinks will be allocated for the Year 3 and 4 breaktimes</i>  <i>Year 1 and 2: What was girls' toilets</i>  <i>Nursery/Reception: Classroom toilets (Toilets will be monitored at all times)</i>  <i>Staff and pupils must wash hands thoroughly after using toilet facilities (see <b>handwashing</b>).</i>  <i>Sufficient liquid soap and paper towels will be available at all times in all toilets, this will be checked daily.</i></p> <p><i>Hand drying: disposable towels only.</i>  <i>No use of hand dryers, fuses removed to avoid use.</i></p>	<p><i>Table and bin to be available on external doors for paper towels</i></p> <p><i>Share example of timetables for teams to complete</i></p> <p><i>Ensure there are sufficient stocks of liquid soap and paper towels available: regular checks throughout</i></p>	<p><i>MDav/Team Leaders</i></p> <p><i>ZB/PT</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>Bin located outside toilets for use, to be emptied during the day.</i>	<i>the day by cleaner and premises manager</i>		
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i>	<i><b>Pupils, staff, other professional and contractors becoming infected with COVID-19:</b></i>	<p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</i></p> <p><i>Fixed external play equipment to be taken out of use.</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils.</i></p> <p><i>Activities considered to promote social distancing during break periods.</i></p> <p><i>Where resources are used by a bubble, they <b>MUST</b> be cleaned and left for a period of 48 hours before use by another bubble. For plastics this <b>MUST</b> be 72 hours.</i></p> <p><i>If pupils are eating, hands to be washed beforehand (see handwashing).</i></p> <p><i>Fruit will be provided for Early Years and KS1. It will be washed thoroughly using gloves and given to the children. Children will receive whole pieces of fruit.</i></p>	<p><i>Playground to be zoned off for each class to use during break time: use barriers to create zones for bubbles</i></p> <p><i>Staff within class to wipe down after use</i></p> <p><i>Staff to plan in advance the resources they will need: mainly PE</i></p>	<i>PT/HW</i>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p>Possible contamination from inadequate social distancing or cross contamination of equipment</p>	<p><b>Pupils, staff, other professional and contractors becoming infected with COVID-19:</b></p>	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.  Children will remain in classrooms at their individual tables to eat their lunch with designated midday supervisor.  If a child is, FSM or eligible for Universal school meals a packed lunch will be provided in school by Chartwells. Where this is not the case, a child will bring their own lunch.  Tables will be cleaned before and after use with selgiene provided in classrooms.  Bins to be emptied after lunch.  Pupils to wait in lunch areas until all of "class group" finished before going out to their designated play areas  Fixed external play equipment to be taken out of use.  Only hard equipment that can be sanitised prior and after use to be available to pupils.  Resources <b><u>MUST</u></b> be cleaned and left for a period of 48 hours before use by another bubble. For plastics this <b><u>MUST</u></b> be 72 hours.</p>	<p>Playground to be zoned off for each class to use during break time</p> <p>Monitor over lunchtime and check classrooms after use.</p>	<p>PT/HW</p> <p>PT/HW/Midday supervisors</p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>Supervised hand washing of pupils prior to lunch (see handwashing).</i>			
<p><i>Possible contamination by close contact when providing first aid or care to pupils</i></p> <p><i>Sickness and toileting incidents</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Sufficient first aid provisions are in place in line with the school first aid policy. Policy updated: shared with staff reflecting COVID 19 adjustments and arrangements.</i></p> <p><i>First aid provisions situated along main corridor for staff to access in case of an accident</i></p> <p><i>First aid book to be accessible in teams for use and completion.</i></p> <p><i>Fleeting: Where possible children to be encouraged to clean scrapes and grazes under supervision of adult</i></p> <p><i>Although PPE may not be necessary it will be available should a member of staff wish to use them which include fluid resistant face masks (FFP2), gloves, face shields and aprons. However, this is not necessary, just ensure good handwashing.</i></p> <p><i>Prolonged: In an emergency, the first aider on site will be called: PT/MDav and the parents will also be contacted. Use of</i></p>	<p><i>Reception paediatric first aid training</i></p> <p><i>First aider available on site at all times: First Aid at Work and Paediatric</i></p> <p><i>Share updated policy with staff</i></p>	<p><i>All staff</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>suitable PPE as mentioned above. Ensure there are sufficient amounts of PPE available at all times.</i></p> <p><i>PPE will be disposed of and stored for 72 hours before placing in the external bins</i></p> <p><i>Children to be removed from classroom whilst area is cleaned by ZB/PT</i></p> <p><i>Children to return to the classroom once cleaned</i></p>	<p><i>PT to monitor use of PPE and ensure sufficient stocks are available and re – ordered when running low</i></p>		
<p><i>Concerns around social distancing in case of a fire (fire evacuation procedures.</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><b><i>Doors MUST NOT be wedged open during the day due to fire safety risks.</i></b></p> <p><i>Staff will exit at their nearest point and once on the playground will assemble in their bubbles being mindful of social distancing.</i></p> <p><i>Staff in school will complete registers daily: laminated class list to be completed each afternoon and returned to the office to ensure attendance is accurate.</i></p> <p><i>Evacuation report to be printed each day by office</i></p>	<p><i>Complete fire evacuation to familiarise staff at the beginning of the term to identify needs and adjustments</i></p>	<p><i>HW/PT</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Office staff will keep a record of all visitors on – site, including details for test and trace.</i></p> <p><i>Fire evacuation with new procedure to be completed, communicated to all staff and records maintained.</i></p>			
<p><i>Possible contamination from a symptomatic person on site</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will move to the First Aid room to avoid further cross contamination: where possible promote social distancing following government guidance.</i></p> <p><b><i>They will be advised to contact NHS: 119 for a test and to self – isolate for 10 days or until results have been received.</i></b></p> <p><b><i>The member of staff can return after this period so long as they do not have a high temperature.</i></b></p> <p><i>Other members of their household (including any siblings) should self-isolate</i></p>			

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>for 14 days from when the symptomatic person first had symptoms.</p> <p><i>Should a pupil become symptomatic whilst at school they will move to the first aid room. Where possible, staff to keep a distance of at least 2m. If not, appropriate PPE will be provided as outlined above. Following treatment, the member of staff will be advised to wash hands using soap and water for a minimum of 20 seconds.</i></p> <p><i>The family will be advised to contact NHS: 119 for a COVID 19 test and to self-isolate for 10 days if the test is positive. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i></p> <p><i>Where a test result is positive, the bubble will be closed and contact will be made with <a href="https://www.nhs.uk/119">Coronavirus helpline: 0800 046 8687</a> <u>Government guidance</u> will also be followed</i></p>			



What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Contact to be made with <a href="mailto:CCT@derby.gov.uk">CCT@derby.gov.uk</a> for further guidance and support</p> <p>Where the parent has struggled to take a test due to specific needs, difficulties, advice will be taken from the helpline regarding isolation etc.</p>			
<p>Insufficient or inappropriate PPE available or misuse of PPE</p>	<p><b>Pupils, staff, other professional and contractors becoming infected with COVID-19:</b></p>	<p>Disposable gloves and aprons, face shields, fluid resistant masks: FFP2, and aprons available for use as identified required. This can be found in first aid boxes located along the corridor.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision government guidance does not recommended use of PPE.</p> <p>Where staff have used PPE, this will be double bagged and disposed of in the outside bin after being stored for 72 hours.</p>			
<p>Inadequate management of circulation areas</p>	<p><b>Pupils, staff, other professional and contractors becoming infected with COVID-19:</b></p>	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break</p>	<p>When using the corridor ensure children are reminded about</p>		

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>times, lunch times and the use of Hall or Gym for PE.</i></p> <p><i>There will be systems in place for moving around the school: arrows to be stuck on corridor floors to indicate the sides of which children should be walking: left and right. It is difficult to implement a one – way system due to the layout of the building.</i></p> <p><i>400mm x 400mm signs to be displayed around school in corridors and staff room areas</i></p> <p><i>Keep Your Distance sign to be displayed on the top steps of each set of stairs.</i></p> <p><i>The need to move around will be reduced with lunches in classrooms and assemblies through Zoom.</i></p> <p><i>All staff meetings to be held through Zoom: staff should only mix in classrooms with others in their year group.</i></p>	<p><i>social distancing and class are at opposite sides</i></p> <p><i>Reduce as much movement around corridors as possible</i></p>	<p><i>Cleaners/PT</i></p>	
<p><i>Possible contamination from inadequate social</i></p>	<p><b><i>Pupils, staff, other professional and contractors</i></b></p>	<p><i>Social distancing to be observed in line with government guidance, where possible.</i></p>			

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p><i>distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p>	<p><b><i>becoming infected with COVID-19:</i></b></p>	<p><i>Crossing of staff between bubbles should be minimised and only done where absolutely necessary such as for PPA and interventions. PPA teachers to be in different bubbles. They will be reminded to ensure that when leaving and arriving in different classes hands are washed and sanitised and they, like others promote social distancing where possible. Surfaces such as whiteboards, laptops, touch points will be cleaned down after use.</i></p> <p><i>For staff delivering interventions Perspex screens will be available to promote social distancing where appropriate for individual/group (age dependent). Staff will have access to face shields/masks where appropriate and gloves. Work stations will be cleaned between use in preparation for next group/individual with selgeine ultra.</i></p> <p><i>Where staff decide to take PPA in school they are to use staff room areas and remain in bubbles. They will be reminded</i></p>	<p><i>Remove fabric chairs from area</i></p>	<p><i>PT/HW</i></p> <p><i>All staff</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>about promoting social distancing and to clean down surfaces before and after use will solutions provided 'Selgeine Ultra'.</i></p> <p><i>No more than 2 staff to enter photocopying area: when photocopying try not to exceed 5 minutes within the area</i></p> <p><i>Within staffroom areas, chairs to be positioned/moved/taped off to promote social distancing.</i></p> <p><i>Year groups to split use of staff room with staggered lunchtimes to reduce number of bubble closures and limit time together. Allocation of staff room areas as follows:</i>  <i>11.45am – 12.15pm: Years 1 and 5</i>  <i>11.15pm – 12.45pm: Year 2 and 6</i>  <i>12.15pm – 12.45pm: Year 3</i>  <i>12.45pm – 1.15pm: Year 4</i>  <i>Early Years to remain the same</i></p> <p><i>Staff to wash hands on entry to staff room before preparing food or making drinks. Hand sanitiser to be available in staff room and used before touching any</i></p>			

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>communal equipment such as kettle, fridge cupboards dishwasher.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied.</i></p> <p><i>For expectant mothers an additional risk assessment will be completed and the member of staff where possible will be confined to smaller bubbles.</i></p>			
<p><i>Insufficient or ineffective cleaning</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Teachers to ensure all surfaces and areas in the classroom are cleaned as required using ‘Selgiene Ultra Virucidal Cleaner’: 1 part to 10 parts water. (Where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc.) in addition to standard cleaning regimes</i></p> <p><i>Cleaners will clean all rooms at the end of the day in accordance with job specification shared using ‘Selgiene Ultra Virucidal Cleaner’: 1 part to 10 parts water.</i></p> <p><i>Toilets, washroom areas, food preparation areas and staffrooms to be cleaned throughout the day using ‘Selgiene Ultra</i></p>		<p><i>PT/Cleaners</i></p> <p><i>All staff</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Virucidal Cleaner': 1 part to 10 parts water.</i></p> <p><i>'Zoono shield surface sanitiser' will be used on a regular basis</i></p> <p><i>Staff will ensure <b>surfaces in</b> staffroom areas are cleaned after use, using antibacterial spray ('Selgiene Ultra Virucidal Cleaner': 1 part to 10 parts water).</i></p> <p><i>Designated areas for staff to use with adequate facilities: may be some shared spaces to access water, pot washing</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, fobs, and handrails).</i></p> <p><i>All internal bins will be emptied twice daily to external bins (see below)</i></p> <p><i>Additional cleaner during the day to clean shared areas.</i></p>		<p><i>ZB</i></p> <p><i>PT</i></p> <p><i>All staff</i></p> <p><i>PT/HW to organise</i></p> <p><i>All staff</i></p> <p><i>ZB</i></p>	
<p><i>Ineffective management of potentially contaminated waste</i></p>	<p><b><i>Pupils, staff, other professional and contractors becoming infected with COVID-19:</i></b></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements.</i></p>			

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Any waste that is considered to be potentially infected/contaminated will be double bagged and stored in green container for 72 hours before placing in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p> <p><i>Pedal bin for general tissues etc. Open top bins for general/food waste</i></p>	<p><i>Pedal bins to be purchased</i></p>	<p><i>All staff</i></p> <p><i>PT</i></p>	
<p><i>Ineffective safeguarding measures</i></p>	<p><i><b>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</b></i></p>	<p><i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</i></p> <p><i>All staff have had safeguarding training.</i></p> <p><i>Updated policy and risk assessment to be circulated and all staff to sign to say they have read and understood the document.</i></p> <p><i>Staff have been reminded of the importance to look out and report changes to “normal” behaviours of pupils and report any concerns immediately.</i></p> <p><i>Staff training: INSET Day</i></p>	<p><i>Safeguarding updates and training: KCSIE Part 1 and policy update</i></p> <p><i>Annual update</i></p>	<p><i>HW: September 2020</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>The Key: KCSIE and Safeguarding updates Re – integrating children following long period of absence from school</i></p>		<i>HW: September 2020</i>	
<p><i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i></p>	<p><b><i>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</i></b></p>	<p><i>Support lines shared for staff. Open door policy to talk Return to work meetings for staff Regular Staff and SLT meetings: agenda items team feedback and discussions SLT regularly checking on staff and have an open door to discuss concerns.</i></p> <p><i>SLT reassuring staff, communicating thoroughly, and opening all measures, controls, and arrangements in place to maintain safety.</i></p> <p><i>Staff raffle to boost morale</i></p>	<p><i>Review procedures and support available to staff</i></p>		
<p>Education visits/activities e.g. visiting swimming pools.</p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may</p>	<p>Consult with your Educational Visits Coordinator (MDav) when planning any visit to ensure any venue/premises is COVID-19 secure.</p> <ul style="list-style-type: none"> <li>• Complete the EVOLVE risk assessment.</li> </ul>	<p><i>Risk Assessments to be submitted at least 4 weeks prior to the trip being undertaken to</i></p>	<p><i>MDav/Class Teachers/Team Leaders</i></p>	



What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	result in spread of COVID-19.	<ul style="list-style-type: none"> <li>Swimming: Follow the procedures of the leisure centre or swimming pool or activity centre.</li> <li>For all other trips/visits consider a suitable risk assessment has been carried out.</li> </ul>	<p><i>ensure risks are minimised and all aspects have been considered for safety in line with school Risk Assessment.</i></p> <p><i>Pre – visit to all settings for trips by trip leaders</i></p> <p><i>Contact to be made with Queen Street to discuss measures in place for swimming.</i></p>	<p><i>Class teachers</i></p> <p><i>AS</i></p>	
Local lockdowns.	<p>Staff, pupils, parents/guardians, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID-19</p>	<p>In local lockdowns shielding may be reintroduced/staff may be temporarily absent.</p> <p>Contingency plans in place for remote education for closure of bubbles/groups or part/whole school: <b>use of dojo to support (see additional document)</b></p> <p>Contingency plan for local outbreak for individuals, bubbles/groups of self-isolating pupils, remote education plans.</p>	<p><i>Further information to be gathered regarding remote learning for children unable to attend due to COVID 19</i></p>	<p><i>HW/MDav</i></p>	

What are the hazards?	Who might be harmed and how?	Action	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Some pupils no longer require shielding but remain under the care of the specialist health professional. These decisions will be led by DCC Public Health.</p> <p>See Derby City Council COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan - <a href="https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/">https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/</a></p>			
Signature of Head teacher:			Date:		
Signature of Site and Maintenance Manager:			Date:		
Signature of Health and Safety Governor:			Date:		
Date reviewed and updated: 18 <sup>th</sup> September 2020	Date reviewed and updated:	Date reviewed and updated:	Date reviewed and updated:		