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## Risk assessment

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2020)

Assessment date: 27.08.20

Name of assessor:

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff and children Contact	<ul style="list-style-type: none"> <li>Government guidance is that school groups should form bubbles and the school should identify the number of pupils within each bubble dependant on considerations including the physical nature of the space and the pupils themselves.</li> <li>Government guidance is that primary age pupils will be expected to be in whole class bubbles or where possible smaller groups.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff will move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</li> <li>The groups will form a cohort and will work together; being segregated from all other groups and individuals by social distancing of at least 2m</li> <li>Specific locations for each group to work in are identified. If groups move between locations suitable cleaning and sanitising will be undertaken of each location after each use. This will include all equipment within the areas used</li> <li>Staff will be informed to keep 2m apart for other</li> </ul>	<ul style="list-style-type: none"> <li>School will operate in Year Group Bubbles</li> <li>N- 26</li> <li>R-60</li> <li>Y1-60</li> <li>Y2-60</li> <li>Y3-60</li> <li>Y4- 52</li> <li>Y5-45</li> <li>Y6-45</li> </ul> <p>Children will endeavour to remain in their class bubble but staff will be in a Year Group Bubble.</p> <p>This is more difficult in N and R due to the open plan nature of the building.</p> <p>Due to the size of classrooms a distance of 2m is not possible. 1m is more realistic.</p>	H	1.DC 2.September 3rd 3.



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		<p>staff members who are not part of their bubble group</p> <ul style="list-style-type: none"> <li>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Work areas have been assessed to ensure staff are at least 2m apart</li> <li>• Physical barriers have been put in place to promote social distancing</li> <li>• Notices, paw prints and lines are present in circulation areas to encourage the 2m rule</li> <li>• Staff to have staggered arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points</li> <li>• Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk</li> <li>• Large gatherings should be avoided including Assembly's and other large groups</li> </ul>	<p>Specialists and Peripatetic will be required to have their temperature taken as they arrive.</p> <p>Assemblies will be delivered by Teams on a Monday and Friday by the HT</p>		
Segregation of pupils		<ul style="list-style-type: none"> <li>• In line with the government guidance older children will socially distant by seating in rows in KS2, children in early years will find this difficult and will work strictly in their bubble</li> <li>• Arrival and departure times for each group will be staggered to ensure that there is social distancing between groups</li> <li>• Each group has a dedicated work space and remain within this work space for the majority of lessons</li> <li>• Tables and work stations as far apart as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Send details to parents so that they are clear on arrangements</li> </ul>		<p>1.DC</p> <p>2.August 31st</p> <p>3.</p>



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		<ul style="list-style-type: none"> <li>• If possible make sure the children are sat forward facing at their tables so pupils are sitting side by side and not facing each other</li> <li>•</li> </ul>	<p>If this is not possible the younger children will be sitting in groups around the table- this has been discussed with Walsall H&amp;S Team. We have no alternative</p>		
Staff and parent interaction. (Including meetings)		<ul style="list-style-type: none"> <li>• Advise parents that access to the school is limited and that only one parent should escort a child to school or collect a child from school</li> <li>• Notify parents that they must notify school of an outcome of a child's test as soon as possible</li> <li>• Setup guidelines for parents to contact the school and specific teachers; including, telephone, website and social media contacts</li> <li>• Inform parents that they are only allowed onto the school grounds at specified times for collection</li> <li>• If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed</li> <li>• Use remote working tools to avoid in-person meetings- Use Teams</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> </ul>	<ul style="list-style-type: none"> <li>• HT To write to parents to give plenty of notice. Then remind on August 31<sup>st</sup></li> </ul> <p>Remind parents of their email address</p>		<p>1. August 12th</p> <p>2.DC</p> <p>3.</p>



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		<ul style="list-style-type: none"> <li>• Avoid any sharing of work equipment including pens/paper etc.</li> <li>• Hold meetings outdoors or in a well ventilated room if they are essential meetings</li> <li>• Use floor signage to ensure that social distancing is enforced</li> <li>• A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul>			
Staff and Staff interaction		<ul style="list-style-type: none"> <li>• Instruct staff members to adhere to social distancing at all times</li> <li>• Place reminders and notices clearly displayed a critical points around the building including staff only areas</li> <li>• Break times staggered for all staff to make social distancing easier</li> </ul>	•		1.DC 2.Training Day 2 <sup>nd</sup> Sept 3.
Statutory and best practice inspections		<ul style="list-style-type: none"> <li>• Prior to reopening completing a check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link'</li> <li>• Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment</li> </ul>	•		1.DS 2.By September 1st 3.



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<p>Contamination on surfaces including toys and equipment</p>		<ul style="list-style-type: none"> <li>Remove all soft furnishings which may be difficult to clean</li> <li>Remove and isolate all soft toys or toys which may have parts which are difficult to clean</li> <li>Ensure that all surfaces and shared resources are suitably sanitised between each group use. This should include all outside play equipment, science equipment, PE equipment, and any toys. Alternatively this equipment is 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.</li> <li>Ensure that all surfaces are sanitised at the end of each day and regularly throughout the day</li> <li>Pupils and staff have individual equipment provided where possible including paper and pens. These items should not be shared.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to inform the cleaners if they need items sanitised between use</li> </ul> <p>Staff to set up work packs for children contacting pens, pencils etc so children don't have to share.</p>		<ol style="list-style-type: none"> <li>Phase leaders</li> <li>By September 2nd</li> <li></li> </ol>
<p>Lack of effective cleaning</p>		<p>Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least <b>daily and after breaks</b></p> <p>Consider</p> <ul style="list-style-type: none"> <li>A deep clean is undertaken prior to reopening of the school or areas of the school have been closed or used previously</li> <li>Introduced enhanced cleaning of all facilities</li> </ul>	<ul style="list-style-type: none"> <li>A full time cleaner appointed throughout the school day</li> </ul>		<ol style="list-style-type: none"> <li>HT</li> <li>1/9/20</li> <li></li> </ol>



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		<p>throughout the day and at the end of each day</p> <ul style="list-style-type: none"> <li>• Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day</li> <li>• Bathrooms are cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home</li> <li>• Adequate time for cleaning of dining halls between groups</li> <li>• Limit or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		
Lack of effective ventilation		<p>Site Manager to check:</p> <ul style="list-style-type: none"> <li>• Any ventilation equipment needs maintenance prior to reopening or recommissioning if this has been turned off during a close down</li> <li>• Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> </ul>	•	<ol style="list-style-type: none"> <li>1. DS</li> <li>2. Before August 31st</li> </ol>



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		<ul style="list-style-type: none"> <li>• Staff to open doors and windows frequently to increase ventilation where possible</li> <li>• Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers</li> </ul>			
Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> <li>• Handwashing facilities are available to all staff. These include those in the following locations</li> <li>• Toilets</li> <li>• New sinks outside of the school</li> <li>• Staff areas</li> <li>• Open areas</li> <li>• Hand sanitisers have been made available at the following locations</li> <li>• All classrooms, toilets and KS open areas</li> <li>• Signs and posters to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm are in place</li> <li>• Signage IS pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., pictorial</li> <li>• Provide regular reminders and signage to maintain hygiene standards</li> <li>• Provide hand sanitiser in multiple locations in addition to washrooms</li> <li>• Provide tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</li> <li>• Set clear use and cleaning guidance for toilets to</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to remind children of handwashing routines on Day 1</li> </ul>		<ol style="list-style-type: none"> <li>1. ALL Staff</li> <li>2. Thursday 3<sup>rd</sup> September</li> <li>3.</li> </ol>



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		<p>ensure they are kept clean and social distancing is achieved as much as possible</p> <ul style="list-style-type: none"> <li>• Enhance cleaning for busy areas</li> <li>• Pedal bins in place and more frequent rubbish collection</li> <li>• Changing facilities for children should be sanitised after each group use</li> <li>• Enhanced cleaning for busy areas.</li> <li>• Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</li> </ul>			
Staff at increased risk from the virus		<ul style="list-style-type: none"> <li>• Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed</li> <li>• From 1<sup>st</sup> August 2020 staff members who are clinically vulnerable may be able to work at school but social distancing measures must be in place and medical advice should be followed in each case</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>• Putting measure in place for staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme. They should be advised to quarantine</li> <li>• Provide support for workers around mental health and wellbeing. This could include advice or telephone support.</li> </ul>	<ul style="list-style-type: none"> <li>• Let staff know that Mrs Brittain is the lead for mental health</li> </ul>		<ol style="list-style-type: none"> <li>1.SB</li> <li>2.September 1st</li> <li>3.</li> </ol>





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<p>Pupils at an increased risk from the virus</p>		<ul style="list-style-type: none"> <li>• Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education.</li> <li>• Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented. From 1<sup>st</sup> August 2020 most will be able to attend school but social distancing and medical advice should be followed.</li> <li>• Pupils living with someone who is shielding (if the individual is advised to continue to shield) – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school. Most people previously shielding can attend school but advice should be sort from a medical professional</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to identify if any children are clinically vulnerable and inform HT</li> </ul> <p>HT to share risk assessment with parents</p>		<p>1.Phase leaders</p> <p>3. By September 1st</p> <p>3.</p>
<p>Visitors and contractors</p>		<ul style="list-style-type: none"> <li>• Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS</li> <li>• Visitors are limited where possible and asked to call in advance prior to coming to the site</li> <li>• Visitors are asked to respect the 2m distance at all times</li> <li>• At interaction locations a physical barrier is in place (e.g. screens and panels)</li> <li>• Sanitation and hand washing is available for visitors</li> </ul> <p>Where possible Encourage visits via remote</p>	<ul style="list-style-type: none"> <li>• AS / JF to ensure visitors are aware of procedures</li> </ul>		<p>1.AS/ JF</p> <p>2.September 1st</p> <p>3.</p>



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		<p>connection/working where this is an option</p> <ul style="list-style-type: none"> <li>• School will limit the number of visitors at any one time</li> <li>• Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (for example, carrying out services at night)</li> <li>• Maintaining a record of all visitors, if this is practical</li> <li>• Revise visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen in reception- place sanitizer by the pen</li> <li>• Keep a record of all visitors and cooperating fully with the Test and Trace service in the event of an outbreak</li> </ul>			
<p>Staff with symptoms of the virus</p>		<ul style="list-style-type: none"> <li>• Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice</li> <li>• Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role</li> <li>• If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services</li> <li>• Government guidance for staff with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• In the event of any staff member is identified as</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<p>1.HT 2.1<sup>ST</sup> sEPTEMBER 3.</p>



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		<p>having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</p> <ul style="list-style-type: none"> <li>• The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul>			
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> <li>• If a student starts to show symptoms of COVID 19, they should be sent home immediately</li> <li>• Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air.</li> <li>• If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use</li> <li>• Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves SHOULD BE PUT ON</li> <li>• Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique</li> <li>• Government guidance for pupils with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>• The school may be contacted by 'Test and Trace'</li> </ul>	<ul style="list-style-type: none"> <li>• PPE Kits placed in the PHASE AREAS AND First aid room</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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		and will cooperate fully with them		
Deliveries and collections		<ul style="list-style-type: none"> <li>• Pick-up and drop-off collection points, procedures- place at the door of the office.</li> <li>• Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</li> <li>• Order larger quantities of inbound materials less often to reduce deliveries</li> <li>• Where possible and safe, having single employees load or unload vehicles</li> <li>• Where possible, use the same pairs of people for loads where more than one is needed</li> <li>• Enable drivers to access welfare facilities when required, consistent with other guidance</li> <li>• Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways</li> <li>• Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys</li> <li>• Nearby supply of hand sanitiser for employees to use handling deliveries when hand washing is not practical- foot pump by the door of main entrance</li> </ul>	•	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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		<ul style="list-style-type: none"> <li>Regular cleaning of reusable delivery boxes</li> </ul>			
Access and Egress		<ul style="list-style-type: none"> <li>Staggered arrival and departure times at work/school to reduce crowding into and out of the workplace</li> <li>Reduce congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible</li> <li>Pupils have identified direct entrance into the learning area from outside to reduce the need for moving around within the building</li> <li>Handwashing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building</li> <li>Provide specialist wipes for alternatives to touch-based security devices such as keypads</li> <li>Use markings to identify 2m spacing</li> <li>Process in place for the removal and disposal of face coverings when pupils and staff who use them arrive at school</li> </ul>	<ul style="list-style-type: none"> <li>All face masks to be disposed of in sealed bins</li> </ul>		<ol style="list-style-type: none"> <li>HT</li> <li>August 31st</li> <li></li> </ol>



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Common areas		<ul style="list-style-type: none"> <li>• Staggered break times to reduce pressure on break rooms or places to eat</li> <li>• Use outside areas for breaks</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions and maintain the 2m social distancing where possible</li> <li>• Use paw print markers to encourage the use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form</li> <li>• Identified toilet areas for specific groups</li> <li>• Staggered break times to reduce pressure on break rooms or dinner halls. Also consider serving lunches within the learning area</li> <li>• Use safe outside areas for breaks</li> <li>• Encourage all personal items to be stored in lockers or pegs within the group area</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Moving around the building		<ul style="list-style-type: none"> <li>• Reduce movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones, dedicate specific areas and toilets for each group</li> <li>• Reduce job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member</li> <li>• Stagger the group arrival, break and leaving times to ensure that groups don't mix</li> </ul>	<ul style="list-style-type: none"> <li>• HT to remind staff on training Day</li> <li>• Staff to remind children</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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Work places and work stations		<ul style="list-style-type: none"> <li>• Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people</li> <li>• If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk</li> <li>• Using paw prints or paint to mark areas to help employees keep to a 2m distance</li> <li>• Avoid employees working face-to-face. For example, by working side-by-side or facing away from each other with a 2m distance between them</li> <li>• Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user</li> </ul>	<ul style="list-style-type: none"> <li>• For work stations use classroom areas.</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Meetings		<ul style="list-style-type: none"> <li>• Use Teams/ remote working tools to avoid in-person meetings</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> <li>• Avoid any sharing of work equipment including pens/paper etc.</li> <li>• Hold meetings outdoors or in a well ventilated room if they are essential meetings</li> <li>• Using floor signage to ensure that social distancing is enforced</li> <li>• A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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<p>Accidents, incidents and emergencies</p>		<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> <li>• Check that first aid and fire safety provision and equipment is adequate for the new working environment</li> <li>• A rota system for first aid qualified staff, fire marshals, to ensure that they are available during the operating hours and accessible to all areas of the building or work area- <b>EACH AREA NOW HAS QUALIFIED FIRST AIDERS</b></li> <li>• The location of the assembly point needs to be checked to allow for social distancing</li> <li>• Adequate PPE if provided for use of staff in all emergencies including first aid and fire</li> <li>• sanitation systems/ ppe will be put in place in all bubbles to cater for an emergency an emergency? E.g. equipment cleans for Evac chairs, radios, etc.</li> <li>• Site Manager to check all fire safety systems that have not been tested during lockdown are tested asap – such as fire alarm including the operation of electronically locked doors and emergency green box over rides, self-closing doors held open on electro magnets, emergency lighting, sprinklers, automatic smoke vents etc.</li> <li>• Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke</li> </ul>	<ul style="list-style-type: none"> <li>• AH to provide a list of qualified first aiders in each area</li> <li>• Dave to contact the LA to train new fire marshals</li> </ul> <p>A fire safety drill to be held at the start of Week 2</p>		<p>1. By 3<sup>rd</sup> September</p> <p>2. AH / Dave S</p> <p>3</p> <p>1. DS and HT</p> <p>2. Wk beginning 7<sup>th</sup> Sept</p>
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		<ul style="list-style-type: none"> <li>• One way systems that have been put in place may have to be abandoned in the event of fire</li> <li>• Keys to external gates must be available to occupiers</li> <li>• Check that fire exits open easily – especially doors operated by push bars as they can ‘stick’.</li> <li>• Laptop trolleys should not be left switched on overnight unless controlled by timers</li> <li>• Amended fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present</li> <li>• Check whether servicing of fire safety equipment is due or has been missed</li> <li>• If skips are to be used to dispose of unwanted items, site them at least 6 metres from the building</li> <li>• In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection)</li> <li>• If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives</li> <li>• For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of</li> </ul>			
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		<p>taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival</p>			
Parent queuing outside school		<ul style="list-style-type: none"> <li>HT to remind parents and guardians to safely queue outside the school while waiting to drop off or collect children</li> <li>Markers to identify the 2m spacing in waiting areas outside the school and within the school grounds</li> <li>When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates</li> </ul>	•		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Transport to and from school		<ul style="list-style-type: none"> <li>Encourage pupils to travel to school via walking, cycling or private vehicles</li> <li>In line with government guidance discourage the use of public transport</li> <li>Staggered arrival and leaving times to allow for an increase in private cars, walkers and cyclists</li> <li>Pupils walking or cycling to school should be advised to socially distance at all times</li> <li>What car and cycle parking facilities the school has are these sufficient and is more provision needed do they allow for social distancing when being used</li> <li>During pick-ups social distancing should be observed. Pupils advised to social distant whilst</li> </ul>	•		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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## Risk assessment

		<p>waiting for collection</p> <ul style="list-style-type: none"> <li>• If drivers and pupils are within 2m of each other, suitable face covering should be worn (for those over 11 years old)</li> <li>• All pupils will use hand sanitiser when entering the dedicated school transport</li> <li>• On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method</li> <li>• The process for the removal and disposal of face coverings when pupils and staff who use them arrive at school- is to put in sealed pedal bin</li> </ul>			
<p>Communication of control measures to staff, pupils and parents</p>		<ul style="list-style-type: none"> <li>• Inform all staff on the specific control measures relevant to their job roles</li> <li>• Engage with staff during the development of the risk assessments and identification of suitable control measures</li> <li>• Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email</li> <li>• Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>• Use games, and stories to help explain the new rules to pupils and increase pupil understanding</li> <li>• Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</li> <li>• Develop communication and training materials for workers prior to returning to site, especially</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<p>1.HT 2.September 1st 3.</p>



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## Risk assessment

		around new procedures for arrival at work			
PPE provision		<ul style="list-style-type: none"> <li>• PPE is provided as identified within the risk assessment</li> <li>• Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council</li> <li>• If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken</li> <li>• Make an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task e.g. changing a child, cleaning</li> <li>• Provide an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school. This will be stored in the Bubbles and First Aid Room</li> </ul>	•		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>



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## Risk assessment

Teaching pupils with SEN		<ul style="list-style-type: none"> <li>• Review each individuals risk assessment to ensure that suitable controls are in place</li> <li>• Providing additional PPE for personal care</li> <li>• Allocate dedicated staff to care for individual children where personal care is needed</li> <li>• Ensure that personal care environment and equipment is thoroughly sanitised following each use</li> <li>• Use SEN tools e.g. Makaton and visual prompts to help communicate the control measure and new rules to the pupils.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>• Non-overnight domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment</li> <li>• (Additional school specific controls should be identified here)</li> </ul>	<ul style="list-style-type: none"> <li>• Share Risk assessment with all staff</li> </ul>		<ol style="list-style-type: none"> <li>1.SENCO</li> <li>2.September 3rd</li> <li>3. xxxxx</li> </ol>
Educational Visits		<ul style="list-style-type: none"> <li>• No educational visits will take place in the first half term</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

•  
\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks



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## Risk assessment

Date reviewed	Amendments made	Reviewed by	Next review