

September back to school risk assessment (Version 3) 3.11.20

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK			
	Ebor Academy Trust				
Academy	Tadcaster Primary Academy				
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment TPA November V3				
DETAILS OF ACTIVITY	September back to school risk assessment				
RISK ASSESSMENT LOG REF					
OTHER RISK ASSESSMENTS CROSS REFERENCED*					
WORKPLACE INSTRUCTION REF					
DATE OF ASSESSMENT					
MANAGER CARRYING OUT RISK ASSESSMENT	Caroline Towler				
NAME OF EMPLOYEE CONSULTED	Jackie Bartlett				
LOCATION OF ACTIVITY	Tadcaster Primary Academy				
Headteacher / Principal Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.					
	Signature		Date		
			3.11.20		
		Assessing level of residual risk = impact x likelihood			
		IMPACT		LIKELIHOOD	
	Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur
	Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)	
	Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)	
	Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)	
	Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur
What the final score tells you in relation to level of risk					
		1 – 5	Very Low		
		6 – 10	Low		
		12 – 15	Medium		
		16 – 20	High		
		21 - 25	CRITICAL		

In welcoming back all of our pupils and staff, it is critical that safety and wellbeing is at the forefront of all of our thinking. The main guidance around this is: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been designed to

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the leaflet together we have taken on board a wide range of new guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 9 systems of control around prevention and control:

Prevention:

- ① minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ② Where recommended, the use of face coverings in schools.
- ③ clean hands thoroughly more often than usual
- ④ ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 2
- ⑤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- ⑥ minimise contact between individuals and maintain social distancing wherever possible



- ⑦ where necessary, wear appropriate personal protective equipment (PPE)
- ⑧ Always keeping occupied spaces well ventilated. Numbers 1 to 5 and 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection:
 - ⑨ Engage with the NHS Test and Trace process
 - ⑩ Manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - ⑪ Contain any outbreak by following local health protection team advice Numbers 9 to 11 must be followed in every case where they are relevant.

In the event of a local lockdown we will follow public health guidance Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

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Recognizing the logistics of having a full cohort of children, the guidance changes the emphasis from maintaining a set distance, to doing all that is reasonably possible to maintain distancing. 'Reasonably possible or practical' is defined by the HSE as 'weighing a risk against the trouble, time and money needed to control it.'

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) . Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***

RISK BEING ASSESSED	<p>PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other</p>	MEASURES TO REDUCE RISK	<p>HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i></p>	<p>PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i></p>
<p>STAFF WELLBEING</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>				
<p>Social distancing ①⑤</p>	<p>Staff at risk due to infection from working too closely with others</p>	<p>Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times</p>	<p>Number of chairs reduced in staffroom by removing cushion to mark that it should not be sat on. Staff to use relaxation spaces adjoining classrooms where possible (library= Saturn/ Jupiter/ Pluto). Kettle in Pluto/ Saturn/Jupiter/ Neptune must be stored away when not in use. Anyone needing facilities in staff room to follow rota strictly. All staff to have this shared via Google Drive and displayed in classrooms/ staff room. Staff to leave school by 4.30pm to allow cleaning to take place safely and effectively. All staff to adhere to this.</p>	

+		Signage to remind about distancing	Signage to be updated and displayed around school.	
+		Ensure staff are aware of procedures	<p>Frequent virtual briefings via Google Meet at 8.25am to share updates/ where staff can raise concerns and CT can review next steps.</p> <p>All staff to read appropriate information/ updated risk assessments, then sign to acknowledge through Google doc register.</p> <p>Regularly monitor and check understanding.</p> <p>Review as appropriate.</p> <p>Reminders about staff keeping 2m distance from both children and other adults where at all possible.</p>	
		Encourage engagement with test and trace	<p>All staff to attend the training morning 7.9.20 regarding the protocols and the risk assessment procedures from September. Minutes from meeting to be made. Copy of these, the training materials and the RA to be shared with the trust (folder).</p> <p>Regular updates for Test and Trace to be shared via morning briefings and via Trust correspondence.</p> <p>School has 10 test kits to be used if required.</p>	
Social distancing ①③⑤	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	<p>PPE equipment to be fully in place in a clearly allocated position within each room being used.</p> <p>PPE equipment to be in all classrooms to allow staff to use when</p>	

			<p>needed without having to access the rest of school</p> <p>Guidance for double bagging PPE to be shared via staff training morning 7.9.20 - all staff must double bag any PPE and add sticker label with date. This must be added to garage and quarantine prior to be placed in external bins</p> <p>All PPE to be checked for low stock and staff in each team to communicate with RG if more needed. RG to ensure adequate stock is in place. Caretaker to share key information regarding stock usage and where there are low levels.</p>	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	<p>Staff care network details to be reshared with all staff and discussed on training day 7.9.20</p> <p>Weekly staff meetings to check in with all staff and to ensure all is well. Subject leads support other staff with planning, coverage and teaching and learning.</p>	
		Regular one to ones with staff to discuss wellbeing	<p>1:1 SLT booking slots to be available if these are needed to support individual staff.</p> <p>1:1 sessions available within teams with class teachers who will then share with CT.</p> <p>1:1 Risk Assessments to be carried out where needed to support staff who were shielding prior to September.</p>	
Allergies may be mistaken for Covid causing concern	Anxiety may be caused	Surgical masks available if required	<p>Guidance shared with staff.</p> <p>Parents declare allergies for any children with allergies etc that could</p>	

<p>③⑥</p>			<p>be confused with symptoms of C19 e.g cough Regular briefings via Google Meet at 8.25am to share updates/ where staff can raise concerns. PPE equipment to be in all classrooms to allow staff to use when needed without having to access the rest of school Guidance for double bagging PPE to be shared via staff training morning 7.9.20 and reviewed regularly through morning briefings</p>	
<p>Lack of staff due to unplanned absence</p>	<p>Inability to continue teaching</p>	<p>Robust plans in place to switch to online learning</p>	<p>All classes use Google Classroom and Seesaw from the beginning of term to ensure children are familiar and staff training to be delivered by SR to support where required. Parents to be communicated to ensure that they are able to access Seesaw and give permissions. Set a small amount of work weekly through SeeSaw to encourage parents to remain using it in KS1/ become familiar in KS2 with new systems. Tapestry to be up and running in EYFS and parents all aware of this system for communication. Class team daily check ins to take place from September with all teams and JBe to support staff where needed. Check in resources to be copied off and laminated for each classroom ready for September. Use the online check in to gain feedback</p>	

			from both children and parents so that this is in place should it be required. SLT meets held to develop online offer commitment with discussion with SR.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood	Impact	Score	
	Possible - 3	Moderate -3	9 - Low No action required	
AREAS OF CONCERN				
Staff room/ bottle neck area next to admin area/ staff room/ toilets limited space for more staff				
CHILD WELLBEING				
https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance				
Social distancing ①②③⑤	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	Class Teams to work as a group. Bubble (KS2 OR EYFS/KS1) groups can play together but need clear guidance regarding distancing and to be discussed prior to session with CT. Where at all possible both Key Stage Two classes will not mix so that in the event that a case is confirmed within a class this then does not impact on the	

			<p>other. Key Stage One and EYFS will not mix where at all possible either. Breaks on a rota and lunchtime with designated areas. Children must not mix. Where adults work in more than one bubble/ class they will be encouraged to keep at a 2m distance and will wear a mask/visor. Staff to incorporate child friendly reminders of maintaining a reasonable distance whilst in their own class/ playing outside and across their key stage bubbles to mitigate risks.</p>	
Wellbeing	Children may be anxious with new rules and protocols	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'</p> <p>Staff to reassure children and explain when needed</p>	<p>Parent leaflet to be shared regarding services if they need support at this time Parents and staff need to follow guidance shared via communication in July/ September 2020</p> <p>Pastoral Lead/ SLT to share specific wellbeing resources. Recovery & Reconnection curriculum to be in place to support children with the changes that will take place and the experiences of not being in school for a long period of time. Staff meeting to discuss the curriculum further and to be evaluated as the children settle back into school. Work planned for at least the first two weeks for all school community regarding wellbeing, returning to school and being out more in the local community. Daily check ins in each</p>	

			group where staff will reassure pupils but will also offer pupils the opportunity to share their anxieties. Whole school text to be used to support children with change and expressing how they feel.	
		Additional support to be available to work intensely with children in particular at start of term	Ebor WEB team to share specific resources with school. Resources to be adopted after consideration by Pastoral Lead/ SLT. Hub to be available for children who are suffering with anxiety or have concerns. Pastoral Lead to plan for additional sessions with children as appropriate. Recovery curriculum in place to support children with the return to school and the new procedures in place.	
		Close monitoring and observation of children to identify any signs of distress	Staff to monitor and discuss with Pastoral Lead/ SLT where there are concerns regarding pupils. Where there are specific needs within a family Early Help referrals will be sought via Pastoral Lead input. Curriculum meetings planned to share resources / strategies to support return to school.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 possible	Impact - 3 moderate	Score - 9 low No action required
AREAS OF CONCERN				



ACCESS / EGRESS TO SCHOOL

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<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-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<p>Travel to school ①⑤</p>	<p>Virus may spread if too close contact</p>	<p>Minimise number congregating at same times by offering staggered start and end times where appropriate</p>	<p>Parent communication to share staggered drop off and collection including areas that they can wait in July. Posters displayed adjacent to drop off/ collection points. Masks to be encouraged to be worn on drop off/ collection.</p> <p>KS2 children to arrive at 8.40am. KS1/ EYFS to be brought to school at 8.50am. EYFS children to be brought to EYFS unit entrance and parents to stand outside using distance markers. EYFS parents not to access classroom and to leave child at door (adhering to line located outside entrance).</p>	
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			<p>KS1 and KS2 children to leave adults at gate (Sandfield Terrace or school side gate) to minimise number of adults on site.</p> <p>School to be split in half (EYFS & KS1/ KS2). KS2 to access school at 8.40am and to be dropped off via gates and then to line up on markers. KS2 to start at 8:40am and finish at 3:30pm. EYFS/KS1 to start at 8.55am and to leave at 3.20pm.</p> <p>Adults who have children in both key stages to arrive at 8.55am to decrease the mixing of separate bubbles. Staff to be available at both gates, by classroom doors and on the field to support children accessing school without their parents/ carers. Walkie talkies to be in place to ensure communication of any concerns/ support adults who are in fixed positions.</p> <p>EYFS & KS1 to start at 8:50am and finish at 3:20pm. EYFS to line up outside EYFS unit using distance markers.</p> <p>Parents and Carers to wait outside school gate areas to collect children and adhere to distancing measures. Parents and Carers to be requested to wear face masks on drop off and collection and to be given</p>	
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			<p>regular reminders via weekly newsletters.</p> <p>Onsite private nursery to be advised of the same guidance when dropping off and collecting from EYFS. TPA/ Wharfebridge to carry out regular communication to review use of site/ car parking/ drop off and collection of pupils and risk assessments carried out by both sites.</p> <p>Building works to be started on site from 26.10.20 throughout half term and the following weeks through to December. Access on site will continue to be made via the car park and via Sandfield Terrace. Parents will be encouraged to avoid driving into the school car park or onto Sandfield Terrace to ensure safety for families. As there will be the addition of a welfare suite on the car park gate, this area will be coned off so that children can access safely. Contractors will not be visible during drop off and collection times.</p>	
		Allocate supervised group collection points	<p>Communication to parents regarding how to access school, allocated collection zones and collection and drop off procedure. Posters and regular newsletter reminders to advise how to collect/ drop off safely.</p> <p><u>8.40am</u></p> <p>CT to stand on the playground gate from Sandfield Terrace. LBa to stand</p>	

			<p>by field gate to supervise children to go around site. JC on field near Neptune/AS outside classroom door. WP outside his classroom door.</p> <p><u>8.50am</u> 8.50am CT to stand on the playground gate from Sandfield Terrace. LB at the side gate to assist children as they walk round. SR on KS1 classroom door and JR or HS supervising handwashing in Jupiter cloakroom. 8.55am RB to enter site via Sandfield Terrace and to be met by JO/ HS. EYFS - JBa to meet children at door.</p> <p>Children with siblings in both bubbles to arrive at school at 8.55am.</p> <p><u>3.10pm</u> Children with siblings in both bubbles one and two to be collected at 3.10pm from the gate that is appropriate for them.</p> <p><u>3.20pm</u> KS1 and EYFS to be collected (along with KS2 children with siblings in EYFS/KS1) at gates. RG and CT to be at gates.</p> <p><u>3.30pm</u> KS2 children to be collected on Sandfield Terrace entrance or side gate. RG and CT to stand at school gates. Children who walk without an</p>	
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			adult can leave site at 3.30pm. Walkie talkies to be used to support children's access and egress to the site.	
		Ensure parents know they can't come onto site	Communication to parents about booking appointments if they should require to talk with staff. Communication through admin email address or school telephone contact.	
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Any children wearing face coverings onto site to have these sealed in a bag and placed in a lidded bin. Poster displayed and shared with all. Procedure shared at Training session 7.9.20	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	Communication to parents and year 6 children.(Risk minimal as children do not use public transport).	
Social distancing ①③⑤	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Areas allocated for contractors sign posted Contractors should inform prior to arrival if coming into school Number of staff spaces required determined. Where possible staff encouraged to walk or cycle. Parking area not to be used next to EYFS line up area. Onsite private nursery to be advised of the same guidance. TPA to communicate with private nursery regarding parking from parents and limiting the same on school site.	
		Number of entrances/exits at site maximised and limited to groups where practical	Classes to enter and exit through their own classroom cloakroom.	

Transport ①⑤	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Communication to encourage bikes to be used or walking to come to school.	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	<p>Staggered starts:</p> <p>KS2 to start at 8:40am and finish at 3:30pm</p> <p>EYFS & KS1 to start at 8:50am and finish at 3:20pm</p> <p>Families with children in both bubbles will arrive at 8.55am and will be collected at 3.10pm.</p> <p>Communication via letter and newsletter to ensure families are clear regarding contractors working on site from 26.10.20</p>	
		Guidance given to Early Years Staff on dealing with soiled clothing	<p>Posters displayed and regular verbal reminders by line managers. Refer to this in the daily briefings as a reminder.</p> <p>Procedure shared at training session 7.9.20</p>	
		Area to change allocated, Bags to put clothing in provided	Hygiene area to be used to change clothing. School to provide small pedal bin bags where clothing is soiled (double bagged and sent home)	
Airborne transmission ①③	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending if needed. Information to be securely stored	Information sent out before the end of summer term. Parents declare allergies.	

		with controlled access and disposed of after a year		
		Health check questions to be asked before a child enters premises. Information to be securely stored with controlled access and disposed of after a year	Onus on parents to ensure that they communicate with school if their child is unwell. Families to follow guidance regarding self isolation if Covid symptoms are present.	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non attendance	HR to share information relating to absence. Procedure shared at training session 7.9.20	
Preventing those with specified health conditions from risks arising from attending ①②⑤	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Poster to share information Shared at training session 7.9.20. Regular updates in the newsletter. Regular 1:1 risk assessment meetings with staff who were shielding prior to the summer.	
Close contact and airborne transmission ①③⑤		Plan in place to ensure distancing can be observed during access and egress of building	All visitors to make an appointment. Visitors to wait outside until asked to enter the building or ideally visitors to stay outside and discuss on walk round school. Visitor proforma to be signed. Information shared with parents regarding drop off and collection of children. Staff not to access entrance area when parents might be in school (beginning and end of day)	
Close contact and airborne transmission ①⑤⑥	Reception staff	Staff must operate behind their protected area	Internal glass window to remain closed at all times to visitors.	

Close contact and airborne transmission ①②③⑤	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	Hand gel in entrance. RG to check in position on a daily basis. All staff to use hand gel prior to using inventory and then again after. Wipes to be used throughout day by RG.	
Close contact and airborne transmission ①⑤	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins	RG to be clear of the process – gloves to be worn when packaging opened and then disposed of prior to removing contents of delivery.	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Hand gel in entrance. RG to check in position on a daily basis. Wipes to be used throughout day by RG.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Clear information shared with parents. Regular updates in the newsletter.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - Possible 3	Impact - Moderate 3	Score - Low 9 No action required
AREAS OF CONCERN				
<p>Parents not following guidance and turning up at the wrong time therefore leading to mixing of bubbles Children who walk arriving late Congestion round gate areas to be managed carefully</p>				

MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission ①⑤	Staff/Children/ Contractors	One way systems where possible	Hall to be signed with directional arrows on the floor. In cloakrooms children to be supported to use the space in a staggered way so that children are not too close.	
		No assemblies unless via hangouts or within class groups	All computers checked to ensure ability to video for Google meet assembly. Staff to remain in class to supervise.	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	Regular reminders not to shout.	
		Rotas and systems to avoid contact between groups	Rota'd breaks and lunchtime with designated areas. All staff to adhere to rota. All staff to have this shared via Google Drive and displayed in classrooms	
		Pinch points and bottle neck points identified and managed accordingly.	Area outside staff toilets/staff room /admin area to be monitored as challenges with staff accessing the area. Reminder that staff must comply with the guidance regarding the rota.	
		Identify where screens would help prevent transmission of virus	School reception office already has glass in place. Visitors to use intercom system and not to access entrance. Deliveries to not be brought into the school building but left outside.	

		Signage in place to remind people and daily reminders from line managers	Corridor to be signed with directional arrows on the floor. Signs displayed at regular points. Regular briefings via Google Meet at 8.25am to share updates/ where staff can raise concerns	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood - Possible 3	Impact - Moderate 3	Score - Low 9 No action required
AREAS OF CONCERN				
USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS				
https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Classroom Team Saturn Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Tables separated so that pupils are not facing each other Areas where adults stand will be at a distance from the children Pupils know where they can not stand as adult will be there Staff must have space to be able to keep 2m distance where possible.	
		Enter classroom one by one, populating seats front to back to reduce contact where possible	Children to line up before they enter school at start of day/ after breaktimes. Children to access	



①②③④⑤			seating one at a time using yellow spot distance markers.	
		Arrange seating for children to sit side by side no more than 15 per row where possible	In KS2 children to face in same direction so that they are not facing each other. Area to be marked off where adults can stand/ sit using tape.	
		Minimise face to face child/teacher time	Children to not sit opposite each other in KS2. Adults to avoid being close to pupils for a long period of time.	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Cleaning materials available to clean touch points within each classroom Resources that are used frequently should be cleaned down	
		Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Sport and art equipment to be cleaned frequently. LB (art) to ensure that groups do not use the same resources where possible until the following week but if not to be cleaned down thoroughly.. SJ (sports) to ensure that same equipment is not used by children in different classes. Where possible sets of sports equipment will be allocated to each group. If other staff have used equipment these must be cleaned down and then kept in class stock cupboards for 72 hours.	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Caretaker to open windows on a daily basis prior to rest of staff arriving at school/ staff to close at the end of day before departure. Fire exits must not be left open throughout the day. Ventilation must be in place and where temperature is low children will be encouraged to wear additional layers.	

		Own equipment only to be used by each child or allocated equipment where possible	Children to have own set of equipment and where possible to be stored in own drawer so that others do not touch items. Plastic folders with stationary supplied for each child	
		Mark out areas to reinforce distancing	Children to understand to keep apart.	
		Daily awareness briefings by line managers, posters, manager spot checks	Virtual 8.25am meeting to be held on a regular basis to share any concerns/ updates/ questions.	
Classroom Team Neptune Assessing and preventing transmission of virus in the classroom through close contact or surface transmission ①②③④⑤	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Tables separated where possible so that pupils are not facing each other. Areas where adults stand will be at a distance from the children. Pupils know where they can not enter/ stand. Classrooms to be checked where items are moved or spaces are no longer clear.	
		Enter classroom one by one, populating seats front to back to reduce contact where possible	Children to line up before they enter school at start of day/ after breaktime using yellow spot markers. Children to access seating one at a time.	
		Arrange seating for children to sit side by side no more than 15 per row where possible	In KS2 children to face in same direction so that they are not facing each other.	
		Minimise face to face child/teacher time	Children to not sit opposite each other in KS2. Adults to avoid being close to pupils for a long period of time.	

	Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Cleaning materials available to clean touch points within each classroom which should be carried out regularly Resources that are used frequently should be cleaned down	
	Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Sport and art equipment to be cleaned frequently. LB (art) to ensure that groups do not use the same resources where possible until the following week. SJ (sports) to ensure that same equipment is not used by children in different classes. Where possible sets of sports equipment will be allocated to each group. If other staff have used equipment these must be cleaned down and then kept in class stock cupboards for 72 hours.	
	Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	KS (caretaker) to open windows on a daily basis prior to rest of staff arriving at school/ staff to close at the end of day before departure.	
	Own equipment only to be used by each child or allocated equipment where possible	Children to have own set of equipment and where possible to be stored in own drawer. Plastic folders to be used to keep items separate.	
	Mark out areas to reinforce distancing	Box outline for teaching staff to stand within.	
	Daily awareness briefings by line managers, posters, manager spot checks	Virtual 8.25am meeting to be held on a daily basis to share any concerns/ updates/ questions	

<p>Classroom Team Pluto/ Hub (pastoral space) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission</p> <p>①②③④⑤</p>	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Tables separated where possible so that pupils are not facing each other. Areas where adults stand will be at a distance from the children. Children to access own toilets rather than the toilets in Pluto classroom.	
		Enter classroom one by one, populating seats front to back to reduce contact where possible	In most cases only limited numbers of children will access the space at any one time. Wellbeing groups will have only children from one bubble at a time (either EY & KS1 OR KS2)	
		Arrange seating for children to sit side by side no more than 15 per row where possible	In KS2 children to face in same direction so that they are not facing each other. Pastoral Lead to work separately from children who she works with keeping an appropriate distance.	
		Minimise face to face child/teacher time	Children to not sit opposite each other in KS2. Adults to avoid being close to pupils for a long period of time.	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Cleaning materials available to clean touch points within each classroom which should be carried out regularly Resources that are used frequently should be cleaned down. Where items are used by children in different bubbles these must be left 72 hours prior to next bubble using them. After each group/ child has accessed the Hub with the Pastoral Lead or another adult will clean down area fully.	
		Resources shared between classes or bubbles, such as sports, art and science equipment should be	Sport and art equipment to be cleaned frequently. LB (art) to ensure that groups do not use the same resources	

		cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	where possible until the following week. SJ (sports) to ensure that the same equipment is not used by children in different classes. Where possible sets of sports equipment will be allocated to each group. If other staff have used equipment these must be cleaned down and then kept in class stock cupboards for 72 hours.	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	KS (caretaker) to open windows on a daily basis prior to the rest of staff arriving at school/ staff to close at the end of day before departure.	
		Own equipment only to be used by each child or allocated equipment where possible	Children to have own set of equipment and where possible to be stored in own drawer. Zip lock bags to be used to keep items separate. If pencils etc needed for a session child must bring own pack of equipment rather than Pastoral Lead providing equipment.	
		Mark out areas to reinforce distancing	Adult to sit on another table from child/ children accessing wellbeing session.	
		Daily awareness briefings by line managers, posters, manager spot checks	Virtual 8.25am meeting to be held on a daily basis to share any concerns/ updates/ questions	
Early Years and KeyStage One (EYFS & Yrs 1-2) Preventing transmission of virus	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	Staff reminded to move around the room. Outside classroom (outdoors) used as much as possible.	



<p>in the classroom through close contact or surface transmission ①③④⑤ Team Early Years</p>			Information shared at training session 7.9.20.	
	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	<p>Areas of provision will be in place where appropriate.</p> <p>Additional furniture to be removed to maximise movement around the room.</p>	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	<p>Storage of cleaning equipment must be high up in a teacher cupboard away from pupils (Daily checks)</p> <p>Surfaces to be as clear as possible to enable easy and regular cleaning throughout the day.</p> <p>Classroom staff to carry out disinfection of all regularly touched indoor surfaces & equipment between morning and afternoon session where possible especially after pupils have eaten lunch</p> <p>Cleaning log for individual items carried out on a daily basis.</p> <p>Steam cleaning any items on a daily basis.</p>	Concerns around items that have been shared - (particularly if there is a suspected case) place into quarantine for 48 hours before being returned for use by another pupil
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	<p>KS to open windows every day. Class teacher to check that this has happened.</p> <p>Internal doors to remain open.</p>	

			SLT to monitor from the doorway	
<p>Early Years and KeyStage One (EYFS & Yrs 1-2) Preventing transmission of virus in the classroom through close contact or surface transmission ①③④⑤</p> <p>Team Jupiter</p>	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	<p>Staff reminded to move around the room.</p> <p>Outside space to be used where possible.</p> <p>Information shared at training session 7.9.20.</p>	
	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	<p>Areas of provision will be in place where appropriate.</p> <p>Additional furniture to be removed to maximise movement around the room</p>	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	<p>Children to have individual packs with whiteboard, pen, pencil etc.</p> <p>Surfaces to be as clear as possible to enable easy and regular cleaning throughout the day. Storage of cleaning equipment must be high up in a teacher cupboard away from pupils (Daily checks)</p> <p>Classroom staff to carry out disinfection of all regularly touched indoor surfaces & equipment between morning and afternoon session where possible especially after pupils have eaten lunch</p>	Concerns around items that have been shared - (particularly if there is a suspected case) place into quarantine for 48 hours before being returned for use by another pupil
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless	Class teacher to open and close windows every day.	

		fitted with fire alarm activated door closing devices	Internal doors to remain open. SLT to monitor from the doorway	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood) POLICIES		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERNS				
STAFF REST ROOMS				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission ④⑤	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Rota to be shared via Google drive and displayed on the door of staff room/ toilets CT to ensure that distancing is taking place Other adult toilet to be used by limited number of staff in Pluto to avoid over use of female staff toilets in main buildings.	
		Cleaning schedule in place to ensure equipment cleaned after use	RG to ensure that checks are carried out throughout the day CT to check that these checks have been carried out	

			Staff to raise concerns if there are any regarding cleanliness.	
		Own utensils used	Staff to ensure own equipment provided and not to use school cutlery/ crockery.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERN				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission ②③④⑤	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	Avoid children swapping resources. If this has to take place items should be cleaned down thoroughly. Steam cleaning to take place where possible after children have left.	
		Encourage outdoor play wherever possible	Outdoor learning to happen regularly. Where an activity can be done outside this should happen.	
		Rota and segregation for outdoor space to maintain distancing	Playground separated into two spaces. Space near Pluto and Jupiter to be used by KS1 and EYFS (when relevant). Space near Saturn classroom appropriate for KS2. Rota	

			to be in place and field to be part of this. All staff to check that the markings are in place (cones) and that children do not step over these. Where possible field to be used but if wet weather the KS2 classes will access separate parts of the playground..	
		Rota for cleaning play equipment	Each group to have own play equipment and these to be wiped down after use.	
		No singing, wind or brass instrument playing	RO to ensure that music lessons are taught with this in mind. Plans for teaching of music will be run past CT prior to September to ensure that methods of teaching are appropriate. RO clear about use of equipment and any cleaning needed. Boxes used and quarantined with label so that these can be used again with another group. If any singing takes place it will be carried out outside with children spread out and in a smaller group.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
COMMENTS OR CONCERNS				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				

Close contact and surface transmission ④⑤	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	All classes to be supported by staff working within that bubble (LB Jupiter EYFS in hall, KS2 Saturn RG for lunch time/ KS2 Neptune JC). Food for each group will be located on a separate table in hall for 12pm and will be named. TA to collect the food from trolley and then to take to classroom where children will eat it. Children to eat school dinners/ own packed lunches in classrooms.	
		System in place to collect lunch boxes; ensures distancing can be maintained	All classes to be supported by staff working within that bubble. Food for each group will be located on a separate trolley in hall and will be named. TA to collect the food from trolley in hall at 12pm (12.30pm for Team Jupiter). Children to eat school dinners/ own packed lunches in classrooms. Handwashing to take place regularly before/ after eating.	
		Catering staff treated as a group	MR/ EV (catering team) not to access any of classrooms and be kept separate from children.	
		All food waste must be disposed of in black bags/compostable bags	Lunch bin bags to be provided within each group. Food waste must be put into these black bin bags. Leave rubbish bags in class.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 2 Minor	Impact - 3 Moderate	Score - 6 Very Low No action required

AREAS OF CONCERN				
POLICIES				
Existing policies on safeguarding, health & safety, fire evacuation, medical behaviour & other policies current	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and are fit for the current circumstances Staff and children briefed accordingly		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Emergency evacuation whilst maintaining social distancing	Staff/Children/contractors , close contact transmission	Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised Put new / additional signage out if required PEEPS should be reviewed and amended accordingly.	PEEP to be shared at staff training morning 7.9.20 Drill to be carried out for both lockdown and fire at start of term.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Administering First Aid & administration of medicines safely Close contact and surface transmission	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings). Ensure adequate supply of PPE is available for use by first aider should they need to get closer to	Basic medical supplies to be located within class base to avoid staff needing to move from class bubbles	

		<p>injured party/suspected infection with Coronavirus</p> <p>Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1st aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p> <p>Process in place to undertake temperature checks</p> <p>Disposable forehead thermometers and PPE available.</p> <p>Provide instruction to staff and notify parents that Children with a cough must be sent home –reminders to staff in daily briefing</p>		
<p>Suspected case of COVID-19 in School Close contact and surface transmission</p>	<p>School Staff/Teachers/Parents/Visitors to School</p>	<p>Flowchart for procedure has been shared with staff and is displayed across the school</p> <p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material</p>	<p>Pluto children's cloakroom/ toilets to be used for emergency provision if suspected Covid cases arise. PPE equipment supply in all bubbles and Pluto</p> <p>Parents to ensure they have shared two emergency contact numbers so that if a child is unwell someone is on standby.</p>	<p>https://www.gov.uk/coronavirus/education-and-childcare</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-i</p>

		<p>Process in place for contacting parents</p> <p>Room set aside for symptomatic children(ideally with a window that can be opened to provide ventilation)</p> <p>2m distancing should be available / marked out in the rooms.</p> <p>Process in place to move a symptomatic child to a separate room</p> <p>Masks available for supervising adult in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p>	<p>Staff training 7.9.20 to explain procedures for suspected cases/ children showing symptoms Ebor procedures guidance displayed in staff room</p> <p>Guidance shared via staff training materials which explains the process for supporting child who is unwell and contacting parents</p> <p>Thermometer/ PPE/ posters and guidance all available in Pluto</p>	<p>n-non-healthcare-setting s#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</p>
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>	<p>Likelihood - 2 Minor</p>	<p>Impact - 3 Moderate</p>	<p>Score - 6 Very Low No action required</p>	

COMMENTS OR CONCERN				
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting-s https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				
Toilets ②④⑤ EYFS	Staff/Children/ Contractors	Ensure cleaning rota in place	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log times and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.	
		Process in place to ensure adequate supplies of cleaning materials at all times	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log times and sign this information	

			Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	All children to only use toilets in their classroom area. Children must go to the toilet before leaving for breaktime. If children need to access toilet they must only use own toilets. Staff must be clear that children do not use toilets in another bubble or team. Children to have this information shared clearly on return	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log times and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Ensure adequate supply of paper towels and wipes	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log times and sign this information EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions. Stocks of towels to be replenished. Handwashing posters to be displayed in all bubble toilets and staff toilets	

<p>Toilets</p> <p>②④⑤</p> <p>Jupiter</p>	<p>Staff/Children/ Contractors</p>	<p>Ensure cleaning rota in place</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log times and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.</p>	
		<p>Process in place to ensure adequate supplies of cleaning materials at all times</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets EV to restock and replenish towels/ tissue at lunchtime.</p>	
		<p>Rota for use of toilets to minimise number of people at any one time and maintain distancing</p>	<p>All children to only use toilets in their classroom area. Children must go to the toilet before leaving for breaktime. If children need to access toilet they must only use own toilets. Staff must be clear that children do not use toilets in another bubble or team. Children to have this information shared clearly on return</p>	

<p>Hand to mucous membrane transfer (eyes, nose, mouth)</p> <p>②③④</p>	<p>Staff, Children & Contractors</p>	<p>Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
		<p>Ensure adequate supply of paper towels and wipes</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
<p>Toilets</p> <p>②④⑤</p> <p>Saturn</p>	<p>Staff/Children/ Contractors</p>	<p>Ensure cleaning rota in place</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.</p>	

		Process in place to ensure adequate supplies of cleaning materials at all times	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	All children to only use toilets in their classroom area. Children must go to the toilet before leaving for breaktime. If children need to access toilet they must only use own toilets. Staff must be clear that children do not use toilets in another bubble or team. Children to have this information shared regularly	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Ensure adequate supply of paper towels and wipes	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets	

			<p>throughout day – log and sign this information</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p> <p>EV to replenish stock of tissues/ toilet paper at lunchtime during clean.</p>	
<p>Toilets</p> <p>②④⑤</p> <p>Neptune</p>	<p>Staff/Children/ Contractors</p>	<p>Ensure cleaning rota in place</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders</p> <p>Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p> <p>EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.</p>	
		<p>Process in place to ensure adequate supplies of cleaning materials at all times</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders</p> <p>Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
		<p>Rota for use of toilets to minimise number of people at any one time and maintain distancing</p>	<p>All children to only use toilets in their classroom area. Children must go to the toilet before leaving for breaktime. If children need to access toilet they must only use own toilets. Staff must</p>	

			be clear that children do not use toilets in another bubble or team. Children to have this information shared clearly on return	
Hand to mucous membrane transfer (eyes, nose, mouth) ②③④	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Ensure adequate supply of paper towels and wipes	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets. EV to replenish tissues/ toilet paper at lunchtime.	
Toilets ②④⑤ Pluto inc Covid Room	Staff/Children/ Contractors	Ensure cleaning rota in place	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets.	

			EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.	
		Process in place to ensure adequate supplies of cleaning materials at all times	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	All children to only use toilets in their classroom area. Children must go to the toilet before leaving for breaktime. If children need to access toilet they must only use own toilets. Staff must be clear that children do not use toilets in another bubble or team. Children to have this information shared clearly on return. If a suspected Covid 19 case arises Pluto classroom to be emptied with a prior phonecall and then child must be taken over to Covid space. Child to be collected from Sandfield Terrace and playground to be cleared prior to this.	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders	

<p>②③④</p>			<p>Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
		<p>Ensure adequate supply of paper towels and wipes</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets EV to replenish towels/ tissues during lunchtime clean.</p>	
<p>Toilets ②④⑤ Adult (Gents/ Ladies/ Pluto Ladies)</p>	<p>Staff/Children/ Contractors</p>	<p>Ensure cleaning rota in place</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets. EV to ensure toilets are cleaned thoroughly at lunchtime (12.45pm - 1.45pm) on a daily basis so that they are ready for the afternoon sessions.</p>	
		<p>Process in place to ensure adequate supplies of cleaning materials at all times</p>	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders</p>	

			<p>Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information. RG responsible for adult toilets in main building. JBe adult toilet in Pluto.</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Adults to use toilets at alternative times other than breaks where at all possible to avoid too many using the toilet at the same time. .	
<p>Hand to mucous membrane transfer (eyes, nose, mouth)</p> <p>②③④</p>	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders</p> <p>Each bubble to have a staff member responsible for checking toilets throughout day – log and sign this information. RG adult toilets in main building. JBe adult toilet in Pluto.</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p>	
		Ensure adequate supply of paper towels and wipes	<p>Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders</p> <p>Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information. RG adult toilets in main building. JBe adult toilet in Pluto.</p> <p>Handwashing posters to be displayed in all bubble toilets and staff toilets</p> <p>EV to replenish stock of tissues/ toilet paper during lunchtime clean.</p>	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 2 Minor	Impact - 3 Moderate	Score - 6 Very Low No action required
AREA OF CONCERN				
MAINTAINING HYGIENE				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting-s				
Hygiene practices ②③④⑤	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Ensure sufficient washbasins so everyone is able to wash hands regularly	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets	

			throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Build washing hands and ‘catch it kill it bin it’ into the culture	Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Enhance cleaning regime for busy areas	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Ensure the school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders	

		friendly cleaning wipes can be used as an alternative	Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
Surface transfer ④	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Cleaning team to replenish stock and where stock is running low all staff to monitor and let RG know in preparation for new orders Each bubble to have a staff member responsible for checking toilets throughout day – log time and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERN				
USE OF PPE – order via estates https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe				



https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe				
Ensuring safe and effective use of PPE ②⑥	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Effective use of PPE guidance to be read and understood by all staff.	
		Ensure sufficient PPE available	Effective use of PPE guidance to be read and understood by all staff.	
		Ensure process in place for safe disposal of PPE	Effective use of PPE guidance to be read and understood by all staff.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERN				
CONTRACTORS				
Contractors may bring covid in ①⑤⑥	Staff, Children & Contractors	Ensure booking system in place for contractors	Where possible inventory system to be completed remotely.	
		Ensure declaration is signed prior to entering site	Contractors to have form sent prior to coming to school where at all possible. RG to ensure that this is completed and then filed.	

		<p>Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid</p>	<p>Contractors to follow guidance regarding working on site. Where possible contractors to not arrive until after 3.30pm. Teams to not be in class if a contractor needs to access the classrooms.</p> <p>Contractors starting on site to carry out lighting replacement and roof repairs. From 2.11.20 welfare site and scaffolding will be in place. All staff, pupils and parents will be aware of expectations as part of this.</p> <p>Arrangements for drop off and collection will be slightly modified around the entrance to the carpark gate. Contractors will be aware that they need not to access the car park area or near gate during the time when families are accessing and egressing the site.</p>	
<p>HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)</p>	<p>Likelihood - 3 Possible</p>	<p>Impact - 3 Moderate</p>	<p>Score - 9 Low No action required</p>	
<p>AREAS OF CONCERN</p>				
<p>CARETAKING</p>				

https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Site Safety and Provision ⑤⑥	Reopening after summer break	Ensure all the usual preterm building checks and caretaker compliance checks are undertaken to make the school safe	Meet with Caretaker/ cleaner to discuss cleaning arrangements using CST/ Government guidance and Risk Assessment Discuss cleaning arrangements CT (HT) to check all areas cleaned thoroughly on a daily basis	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	KS to carry out throughout holidays and caretaker post return of full school in September	
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use	KS to carry out throughout holidays and caretaker post return of full school in September	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally	KS to carry out throughout holidays and caretaker post return of full school in September AR to be consulted if any issues arise regarding checks	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERN				

GENERAL CLEANING			
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
Cleaning protection ④⑥	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	CT to ensure cleaning team are informed Caretaker/ cleaning team to inform RG if the gloves and aprons are running low. Caretaker/cleaning team to monitor equipment
Surface transmission ④	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Cleaners to inform if the materials are running low. Caretaker/ cleaning team to monitor equipment
Surface transmission ④	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Before and after the school day has finished and maintained throughout. KS to check all areas adequately cleaned during lunchtime toilet clean. Checklist in place
General cleaning ④	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Resources to be cleaned frequently Staff to be responsible for own group cleaning checks and cleaning of resources
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Toilet areas to be cleaned twice a day. Midway through the day and after the school day has finished.

④			Checklist in place	
Cleaning materials ④	ALL	Disposal of cleaning materials by double bagged Covid method	Cleaning leaflet to be adhered to To be discussed in the meeting with staff 7.9.20 Regular briefings via Google Meet at 8.15am to share updates/ where staff can raise concerns	
Surface transmission ④	Spaces used by more than one class or group	Ensure these are cleaned between use	Reduction in the likelihood of more than one group using an area. Clean touchpoints in between children using the Hub. JBe to ensure that this takes place.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required
AREAS OF CONCERN				
TOUCHPOINT CLEANING				
Airborne and surface transmission ④	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	All staff to follow guidance on touchpoint cleaning which should be carried out throughout the day Guidance shared to be adhered to Training 7.9.20 to ensure all staff are clear	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score 9 - Low No action required
AREAS OF CONCERN				
CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission ②④⑤⑥⑦⑧⑨	ALL	Ensure all staff area aware of Ebor guidance on enhanced cleaning and use of PPE	All staff to have completed reading the guidance regarding PPE	
		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	CT to inform Trust and follow Trust protocols including informing the Trust	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood - 3 Possible	Impact - 3 Moderate	Score 9 - Low No action required
AREAS OF CONCERN				
WASTE MANAGEMENT PPE https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission	ALL	All outer packaging must be removed and recycled before an item is taken into school	Deliveries to adhere to this guidance. Packaging should be removed outside.	

②④⑥				
		All food waste must be disposed of in black bags/compostable bags	Ensure adequate number of bags have been purchased and that these are available in all classrooms Information shared at training session 7.9.20.	
		Soiled clothing must be put into alginate bags and then into relevant outer bags - double bagging not required	No employee must handle PPE waste without having read and understood the leaflet Information shared at training session 7.9.20.	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor Covid-19 disposable method used	No employee must handle PPE waste without having read and understood the leaflet Information shared at training session 7.9.20.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood - 3 Possible	Impact - 3 Moderate	Score 9 - Low No action required
AREAS OF CONCERN				
Ensure enough stock available e.g bin bags				
MANAGING PREMISES				

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been	Regular checks by Caretaker to ensure everything is in place. All concerns shared with CT and then these to be shared with AR. CT/ KS to discuss this prior to return to school and with new caretaker from November.	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Regular checks by KS to ensure everything is in place. All concerns shared with CT and then these to be shared with AR.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood - 3 Possible	Impact - 3 Moderate	Score 9 - Low No action required
Areas of concern				