


Covid 19 risk assessment (Version 5) 1.3.21

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 March 2021																																		
DETAILS OF ACTIVITY																																			
Covid 19 Assessment																																			
RISK ASSESSMENT REF LOG																																			
OTHER RISK ASSESSMENTS CROSS REFERENCED*																																			
WORKPLACE INSTRUCTION REF																																			
DATE OF ASSESSMENT																																			
MANAGER CARRYING OUT RISK ASSESSMENT	A Roberts, Ebor H&S Officer Caroline Towler (Headteacher)																																		
NAME OF EMPLOYEE CONSULTED	Jackie Bartlett (Senior Teacher), Anthony Sands, Warren Parkinson, Sal Ramzan																																		
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.																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signature  </div> <div style="width: 45%;"> Date 1.3.21 </div> </div>																																			
		Assessing level of residual risk = impact x likelihood																																	
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" style="text-align: left;">IMPACT</th> <th colspan="3" style="text-align: left;">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable</td> <td>The event is very Foreseeable (4)</td> <td></td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible</td> <td>The event is Foreseeable (3)</td> <td></td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely</td> <td>The event is not very Foreseeable (2)</td> <td></td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table>				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
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In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 8th March 2021 can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

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 risk assessment together we have taken on board a wide range of updated guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 12 systems of control around prevention, specific circumstances and response to any infection.

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

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.

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.

Recognising the logistics of having Bubbles of children, the guidance changes the emphasis from 'doing all that is reasonably possible to maintain distancing' to give 'formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible'. '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	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	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>	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>
STAFF WELLBEING https://www.gov.uk/guidance/national-lockdown-stay-at-home 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 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				
Social distancing	Staff at risk due to infection from working too closely with others	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	<p>School separated into 4 class teams which will be kept separate at all times.</p> <p>Number of chairs reduced in staffroom by removing cushion to mark that it should not be sat on.</p> <p>Staff to use relaxation spaces adjoining classrooms where possible (library = Saturn / Jupiter = Pluto) to avoid over use of staff room.</p> <p>Kettle in Pluto/ Saturn/Jupiter/ Neptune must be stored away when not in use.</p> <p>Staff members must clean down after using equipment and touching</p>	

			<p>surfaces.</p> <p>All staff must note distancing in the staff room and if there are more than 2 adults in the room other staff must wait before entering.</p> <p>Anyone needing facilities in staff room to follow rota strictly.</p> <p>All staff to have this shared via Google Drive and displayed in classrooms/ staff room.</p> <p>Staff to leave earlier at the end of the day to allow cleaning to take place safely and effectively. All staff to adhere to this so that adults do not break the 2m distance. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p>	
		Signage to remind about distancing	<p>Signage to be updated and displayed around school. Minimise contact across the site and maintain social distancing wherever possible.</p>	
		Ensure staff are aware of procedures	<p>Two weekly 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 on Google doc register.</p> <p>Regularly monitor and check understanding. Regular checks to ensure the cleaning team are being compliant and following guidance.</p> <p>Review as appropriate.</p> <p>Reminders about staff keeping 2m</p>	

			distance from both children and other adults where at all possible.	
		Encourage engagement with test and trace	<p>Review Risk Assessment within weekly briefing sessions.</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 to check Covid symptoms.</p> <p>Lateral Flow Test Kits distributed to all staff with guidance so that they can carry out twice weekly checks to monitor staff.</p> <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p>	
Social distancing	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.</p> <p>PPE equipment to be in all classrooms to allow staff to use when needed without having to access the rest of school. PPE to be kept organised and accessible in each classroom.</p> <p>Guidance for double bagging PPE to be recapped in briefing (staff must double bag any PPE and add sticker label with date.) This must be added to garage and quarantined 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.</p> <p>RG to ensure adequate stock is in place. Caretaker to share key information regarding stock usage and where there are low levels.</p>	

			Staff to be vigilant at identifying symptoms of C19 and to follow procedures. Check Pluto vacated prior to moving child into toilet area. Contact office so parents can be informed. Ensure windows and doors open for ventilation. Staff to wear full PPE. Child to isolate until collected.	
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	Staff care network details to be reshared with all staff and the benefits to be discussed. 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.	
		Regular one to ones with staff to discuss wellbeing	1:1 SLT booking slots to be available if these are needed to support individual staff. 1:1 sessions available within teams with class teachers who will then share with CT. 1:1 Risk Assessments to be carried out where needed to support staff who were shielding prior to September or any other staff who raise concerns so they can be supported appropriately.	
Allergies may be mistaken for Covid causing concern	Anxiety may be caused	Surgical masks available if required	Guidance shared with staff. Parents declare allergies for any children with allergies etc that could be confused with symptoms of C19 e.g cough/ asthma/ hayfever Twice weekly 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 reviewed regularly through morning briefings	
Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning	All classes use Google Classroom and Seesaw (apart from EYFS who use Tapestry). Ongoing staff training to be delivered by SR to support staff where required. Focus sessions to be delivered by JRK (ESIT) to develop staff use of technology. Parents to be communicated to ensure that they are able to access Seesaw and give permissions. Regularly check in that parents are able to access Seesaw/ Tapestry. Planning to be made available with support staff by the end of the week before so that other staff can pick up if staff absence occurs. Shared planning folder with TAs should be in place so that in the eventuality staff are off TAs are aware of next steps. Class team daily check-ins to take place as normal with all teams and JBe to support staff where needed. Check in resources to be displayed in each classroom and children to be able to identify them and share how they have used them.	
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

Rapid Asymptomatic Covid-19 Testing for Staff (Voluntary)

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

Self-testing of staff members	All staff members currently attending the premises in person (part-time or full-time)	Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly.	Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues.	
Positive case identified		Staff aware of the need for immediate self-isolation and requirement to take a PCR test	Detailed instruction book provided. Verbal reminders. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.	
		Tests taken on a Wednesday and Sunday evening to allow school to plan for absence the following day.	Staff to email SLT immediately in the event of a positive result.	Lack of staff to cover absences.
Negative test results		Staff can continue to attend school premises provided they do not have symptoms.	Staff advised to self-isolate and book a PCR test if they have symptoms.	
		Staff should not become complacent following repeated negative tests.	Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene.	

HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood of staff not being able to administer test 2	Impact 3	Score 6
AREAS OF CONCERN			
CHILD WELLBEING https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance			
Social distancing	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	Health checks changed - parents to notify us of any ill health or temperature. 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. 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 other. Key Stage One and EYFS will not mix. Breaks on a rota and lunchtime with designated areas. Where adults work in more than one bubble/ class they will 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.	
Wellbeing	Children may be anxious with new rules and protocols	Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal' Staff to reassure children and explain when needed	Parent leaflet to be reshared regarding local support services if they need support at this time. Pastoral Lead/ SLT to share specific wellbeing resources to support children and families after period of lockdown. Daily check ins in each group where staff will reassure pupils but will also offer pupils the opportunity to share their anxieties. Check in display to be in each classroom for children to refer to.	
		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 after the return to full school. Pastoral Lead to plan for additional sessions with children as appropriate specifically focussing on the vulnerable pupils. Pastoral Lead will run whole team additional sessions for return to school from 8.3.21 to support pupil wellbeing.	
		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 current situation. Recording process to be used regularly to record communication and any concerns.	
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/guidance/national-lockdown-stay-at-home 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-setting s 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				
Travel to school	Virus may spread if too close contact	Minimise number congregating at same times by offering staggered start and end times where appropriate	Posters displayed adjacent to drop off/ collection points. Masks to be worn on drop off/ collection. Reminders to be given to parents.	

		<p>Staggered times to be adopted to ensure pupils in different bubbles are not congregating together</p>	<p>New drop off and collection arrangements to be shared with families in preparation for 8.3.21. Families to be clear that these new arrangements must be followed.</p> <p>-KS2 children to arrive at 8.40am. -KS1/ EYFS to be brought to school at 8.45am. 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> <p>KS1 and KS2 children to leave adults at gate (Sandfield Terrace or school car park side gate) to minimise number of adults on site. Adults to be reminded to keep their distance and to be mindful of other families. Regular reminders to go out about wearing of masks and keeping distance.</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 and then brought into class. KS2 to finish at 3:30pm. EYFS/KS1 to start at 8.45am and to leave at 3.20pm.</p> <p>Adults who have children in both key stages to arrive at 8.50am to decrease the mixing of separate bubbles. Staff to be available at both gates, by classroom doors and on the field to</p>	
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			<p>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 8:45am 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 wear face masks on drop off and collection and to be given 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>	
		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. JBe on playground. SR outside his door.</p> <p><u>8.45am</u> 8.45am 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. 8.45am RB to enter site via Sandfield Terrace and to be met by 1:1 TA. EYFS - JBa to meet children at door.</p> <p>Children with siblings in both bubbles to arrive at school at 8.50am.</p> <p>Staff to communicate using walkie talkies.</p> <p><u>3.20pm</u> KS1 children to be collected from class by CT/ JBe and dropped off at the relevant gate. EYFS children to leave via their normal exit.</p> <p><u>3.25pm</u> Children with siblings in both bubbles one and two to be collected at 3.25pm from the gate that is appropriate for them.</p> <p><u>3.30pm</u></p>	
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			KS2 children to be collected on Sandfield Terrace entrance or side gate. Children who walk without an 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. Letter shared prior to 8.3.21 recapping this information.	
		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. Masks not needed in school. Poster displayed and shared with all.	
		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	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 in car park Contractors should inform prior to arrival if coming to 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	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 8:45am and finish at 3:20pm</p> <p>Families with children in both bubbles will arrive at 8.50am and will be collected at 3.25pm.</p>	
		Guidance given to Early Years Staff on dealing with soiled clothing	Posters displayed and regular verbal reminders by JBA. Refer to this in the briefings as a reminder.	
		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) PPE to be double bagged and then placed in garage for 72 hours and then added to the refuse.	
Airborne transmission	Virus spread across school	Parents to complete and return allergy declaration form prior to children attending if needed. Information to be securely stored.	Parents reminded to update allergy Information as required.	
		Parents to keep school informed with any changes to Medical Conditions or General level of health.	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. SLT/Admin to advise parents of current guidance where they are unsure. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.	
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. Reminder of procedure regarding staff absence at staff briefings.	
Preventing those with specified health conditions from risks arising from attending	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 Reminders for staff at briefings.Regular updates in the newsletter. Regular 1:1 risk assessment meetings with staff who have concerns.	
Close contact and airborne transmission		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 school until asked to enter the building. Visitor proforma to be signed. Information shared with parents regarding drop off and collection of children.	
Close contact and airborne transmission	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	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	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	RG to be clear of the process – gloves to be worn when packaging opened and then disposed of prior to removing contents of delivery. Where possible delivery drivers should not access school building to drop off deliveries.	

		along with the container in the school bins	Intercom system to be used by staff on door to avoid close contact with visitor.	
	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 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				
MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission	Staff/Children/Contractors	One way systems where possible	<p>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.</p> <p>If hall in use benches to demarcate where children can use and at a distance from staff moving around the building. Keep occupied hall space well ventilated.</p>	

		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.	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 Regular reminders at staff briefings.	
		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. Keep occupied spaces well ventilated.	
		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/actions-for-schools-during-the-coronavirus-outbreak>

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 in rows facing same direction 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 seating one at a time using yellow spot distance markers. Limited number of children accessing the toilet area/ cloakroom/ classroom handwashing facilities. Ensure that pupils clean their hands regularly, including when they arrive at the school, when they return from breaks, when they change rooms, before and after eating	
		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 to avoid transmission. Where helpful 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 sustained 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.	

			Regular reminders at staff briefings.	
		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. after use and before another group uses this Staff to ensure that groups do not use the same resources where possible until the following week but if not to be cleaned down thoroughly.. Staff 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 have been allocated.	
		Mark out areas to reinforce distancing	Children to understand to keep apart. Adults to keep 2m apart where possible. Where staff are peripatetic and work between schools they should avoid	

			doing so in the same day as another school. Staff should keep 2m apart from pupils and should wear appropriate mask.	
		Regular 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	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Tables in rows facing same direction 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. Where staff are peripatetic and work between schools they should avoid doing so in the same day as another school. Staff should keep 2m apart from pupils and should wear appropriate mask.	
		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. Ensure that pupils clean their hands regularly, including when they arrive at the school, when they return from breaks, when they change rooms, before and after eating	
		Class sizes should be kept to a minimum to enable social distancing guidelines to be observed	In KS2 children to face in same direction so that they are not facing each other. Reduced number of pupils in school as majority will be learning remotely	

		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. Staff to ensure that groups do not use the same resources where possible until the following week. Staff 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.	
		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 regular basis to share any concerns/ updates/ questions	

Classroom Team Pluto/ Hub (pastoral space) 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 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 and not from different classes. 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 not to 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 cleaned frequently and meticulously	Sport and art equipment to be cleaned frequently. Staff to ensure that groups do not use the same resources where possible until the following week.	

		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	Staff 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	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 regular basis to share any concerns/ updates/ questions	
Early Years and KeyStage One (EYFS & Yrs 1-2) Preventing transmission of virus in the classroom through close contact	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. Reminders of Information to be shared at briefings.	

<p>or surface transmission</p> <p>Team Early Years</p>	<p>Staff/Children potential exposure to virus through close contact or picking it up from surfaces</p>	<p>Classrooms to be organised to maximise distancing</p>	<p>Areas of provision will be in place where appropriate.</p> <p>Additional furniture to be removed to maximise movement around the room.</p>	
		<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.</p>	<p>Storage of cleaning equipment must be high up 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>	<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</p>
		<p>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>	<p>Caretaker to open windows every day. Class teacher to check that this has happened.</p> <p>Internal doors to remain open.</p> <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 Team Jupiter	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 space to be used where possible.	
	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Areas of provision will be in place where appropriate. Additional furniture to be removed to maximise movement around the room	
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Children to have individual packs with whiteboard, pen, pencil etc. 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) 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	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	Class teacher to open and close windows every day. 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)		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	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	<p>Rota to be shared via Google drive and displayed on the door of staff room/ toilets</p> <p>CT to ensure that distancing is taking place</p> <p>Other adult toilet to be used by limited number of staff in Pluto to avoid over use of female staff toilets in main buildings.</p> <p>Staff to use wipes to clean touch points after using toilets</p>	
		Cleaning schedule in place to ensure equipment cleaned after use	<p>RG to ensure that checks are carried out throughout the day</p> <p>CT to check that these checks have been carried out</p> <p>Staff to raise concerns if there are any regarding cleanliness.</p>	
		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	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 using blue barrier. Space near Pluto and Jupiter to be used by KS1 . 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 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 after 72 hours. 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	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, JR/HS/RO EYFS, KS2 Saturn JBe for lunch time, RG outside/ KS2 Neptune JC). Food for each group will be located on a trolley in hall for 12pm (or 12.25pm for Jupiter) 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 (12.25pm for Team Jupiter). Children to eat school dinners/ own packed lunches in classrooms. Handwashing to take place regularly before/ after eating.	

			Tables to be wiped down prior to eating and after eating.	
		Catering staff treated as a group	MB (catering team) not to access any of classrooms and be kept separate from children where possible.	
		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				
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 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 only to 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)	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	
Toilets Jupiter	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 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.	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	All children only to 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)	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 time 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 and sign this information Handwashing posters to be displayed in all bubble toilets and staff toilets	
Toilets Saturn	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 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 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 only to 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)	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>	
Toilets Neptune	Staff/Children/ Contractors	Ensure cleaning rota in place	<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>	
		Process in place to ensure adequate supplies of cleaning materials at all times	<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>	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	<p>All children only to 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</p>	

			toilets in another bubble or team. Children to have this information shared clearly on return	
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 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 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 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 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 towels/ tissues during lunchtime clean.	
Toilets Adult (Gents/ Ladies/ Pluto Ladies)	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 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. RG responsible for adult toilets in main building. JBe adult toilet in Pluto.	

			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	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. .	
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 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. 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. RG adult toilets in main building. JBe adult toilet in Pluto. Handwashing posters to be displayed in all bubble toilets and staff toilets EV to replenish stock of tissues/ toilet paper during lunchtime clean.	
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	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 friendly cleaning wipes can be used as an alternative	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	
Surface transfer	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 normal Purchase Order Procedures. SBM to monitor stock levels. 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	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	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.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Contractors to follow guidance regarding working on site. Where possible contractors not to arrive until after 3.30pm. Teams not to be in class if a contractor needs to access the classrooms. 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.	
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				
CARETAKING 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				
Caretaker	Caretaker becomes unwell	School sickness policy and Ebor guidance in place	Line manager informed	
Caretaker	Caretaker develops symptoms	Room set aside for symptomatic members of staff and	HT & SBP to be informed immediately of a suspected case of Covid	

		<p>children(ideally with a window that can be opened to provide ventilation)</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>	Caretaker is taking part in the voluntary Lateral Flow Testing process.	
Site Safety and Provision	Full return to school 8th March 2021	Ensure all the usual building checks and caretaker compliance checks are undertaken to make the school safe	<p>Meet with Caretaker/ cleaner to discuss cleaning arrangements using CST/ Government guidance and Risk Assessment</p> <p>Discuss cleaning arrangements CT (HT) to check all areas cleaned thoroughly on a daily basis</p>	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Caretaker to carry out.	
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	Caretaker to carry out.	
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	<p>Caretaker to carry out.</p> <p>AR to be consulted if any issues arise regarding checks.</p>	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR		Likelihood - 3 Possible	Impact - 3 Moderate	Score - 9 Low No action required

THIS AREA (Potential Impact x Likelihood)				
AREAS OF CONCERN				
GENERAL CLEANING				
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting s				
Cleaning protection	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	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	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. Cleaner to check all areas adequately cleaned during lunchtime toilet clean. Checklist in place	
General cleaning	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. Checklist in place and then shared in the shared drive for the relevant week	
Cleaning materials	ALL	Disposal of cleaning materials by double bagged Covid method	Cleaning leaflet to be adhered to Reminders for staff at briefings. Regular briefings via Google Meet at 8.25am to share updates/ where staff can raise concerns	
Surface transmission	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	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc.	All staff to follow guidance on touchpoint cleaning which should be carried out throughout the day	

		Instruction leaflet to be read by all employees and any queries to Andy Roberts	Reminders of guidance shared at briefings.	
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				
https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting-s#principles-of-cleaning-after-the-case-has-left-the-setting-or-area				
Airborne and surface transmission	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	
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				
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.	
		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 Reminders at staff briefings.	
		Soiled clothing must be put into a bag and then into relevant outer bags - double bagging required.	No employee must handle PPE waste without having read and understood the leaflet Reminders at staff briefings. Suggest staff have a spare change of clothing in school for potential soiled clothing / transmission of virus.	
		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 Reminders at staff briefings.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA FOR THIS AREA (Potential Impact x Likelihood)		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/actions-for-schools-during-the-coronavirus-outbreak				
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/ Caretaker to discuss as appropriate.	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	Regular checks by Caretaker 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				

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	<p>Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once plan devised</p> <p>Put new / additional signage out if required</p> <p>PEEPS should be reviewed and amended accordingly.</p>	<p>Reminders re. PEEP to be shared at staff briefings where applicable. Drill to be carried out at points throughout the year.</p>	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Administering First Aid & administration of medicines safely Close contact and surface transmission	Staff/Children. Contamination through close contact	<p>Children to be directed where applicable (but supervised) to undertake own first aid (e.g. washing grazes, application of self-adhesive dressings).</p> <p>Ensure adequate supply of PPE is available for use by first aider should they need to get closer to 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>Basic medical supplies to be located within class base to avoid staff needing to move from class bubbles. First Aid to be carried out by First Aider in each class.</p> <p>First Aid kit and walkie talkie to be taken out on playground during breaktimes. PPE to be available in all classrooms. Gloves/ mask/ apron to be worn when carrying out First Aid or changing soiled clothing. Where child can do this themselves this must be done to avoid adult to child contact.</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</p> <p>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>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>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>Regular reminders for staff about procedures for suspected cases/ children showing symptoms Ebor procedures guidance displayed in staff room</p> <p>Guidance shared which explains the process for supporting child who is unwell and contacting parents and recapped through weekly briefings</p> <p>Thermometer/ PPE/ posters and guidance all available in Pluto</p>	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</p> <p>https://www.gov.uk/coronavirus/education-and-childcare</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>		
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
COMMENTS OR CONCERN				