

Risk Assessment

COVID 19 – General Risk Assessment

School: Trinity Academy St Peter's

Date of Risk Assessment: 1 September 2020 (updated 1 March 2021)

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

RED = No Amber = Working on but not complete Green = Complete

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom	Action by When?	Done
PREVENTION						
<p>Prevention 1 Minimise contact with individuals who are unwell</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive in the last 7 days, or someone in their household who does, must not attend school - Anyone who develops symptoms during the school day will be sent home and advised to follow the ‘stay at home guidance for households with possible or confirmed coronavirus infection’ - Guidance: to self-isolate for 10 days if have symptoms and arrange to have a test. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms - Child awaiting collection will be moved to the identified ‘medical isolation room’ (Library) where they can be isolated and supervised by an adult - Adult should stay 2m distance and if this cannot be maintained e.g. very young child or a child with complex needs, they should wear PPE - Open window in medical isolation room for ventilation - If person with symptoms needs to use the bathroom while waiting to be collected, they should use the Year 2 toilet. This bathroom will 	<ul style="list-style-type: none"> - Staff training (INSET day) - Staff training to include reminder of symptoms and procedures to be revisited in briefings, email etc. - Guidelines document for staff MAT booklet (for parents and staff) - Communication to parents (letter and frequent reminders e.g. via weekly newsletters) regarding Covid-19 symptoms and procedures to follow - ‘Stay at home guidance’ emailed to member of staff/parent of child who has been sent home - Ensure all staff know where the medical isolation room is located – medical room - Ensure all First Aiders in school have own individual PPE in zipped plastic wallet – 4 additional packs need making up - MW 	<p>Principal</p> <p>Senior Leaders (SL in charge of medical matters)</p>	<p>01.03.2021</p>	

		<p>be cleaned and disinfected before being used by anyone else</p> <ul style="list-style-type: none"> - In an emergency, a Senior Leader (or First Aider) will call 999 if the person is seriously ill or their life is at risk - Member of staff who has helped someone with symptoms (close contact), or any pupils who have been in close contact will only need to self-isolate if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace - Everyone must wash hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell - Area around the person with symptoms to be cleaned with household bleach after they have left to reduce risk of passing the infection to others 	<ul style="list-style-type: none"> - All staff who have been provided with PPE equipment to have PPE training on how to use this (MAT training) and record kept of who has completed the training - Cleaning equipment wipes to be available in medical isolation room 			
<p>Prevention 2 Ensure face coverings are used in recommended circumstances</p>	<p>Staff and visitors</p>	<ul style="list-style-type: none"> - In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible, when moving around in corridors and communal areas. - Children in primary schools do not need to wear a face covering - Face visors or shields should not be worn as an alternative to face coverings. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately 	<ul style="list-style-type: none"> - Ventilated face masks to be distributed for staff who wear glasses - Principal has communicated to all staff that visors must not be worn – face coverings instead - Small supply of face coverings to be available for: staff/adults struggling to get a face covering; unable to use their own because it has become damp, soiled or is unsafe; 	<p>Principal COO</p>	<p>04.03.2021</p>	

			staff/adults who have forgotten their face covering			
<p>Prevention 3</p> <p>Clean hands thoroughly and more often than usual</p>		<ul style="list-style-type: none"> - Teachers and support staff to ensure that pupils clean their hands regularly throughout the day and routines and times for hand washing/sanitising are established: <ul style="list-style-type: none"> • Before they enter the school building in the morning • Before they leave the school building at the end of the school day • At the end of break time • Before and after eating their lunch or snack • When/if they change classrooms • After using the toilet - Teachers and support staff should supervise the use of hand sanitiser as there are risks around ingestion and to check that they are being thorough when using - Younger year groups (EYFS and KS1) and some pupils with complex needs to be supervised and or helped with cleaning their hands properly where necessary, and given support with understanding and following the guidelines/Behaviour Principles (skin friendly skin cleaning wipes can be used as an alternative) - Staff should also clean hands thoroughly and often - All classrooms have a sink. and Hand sanitiser 	<ul style="list-style-type: none"> - Locate hand sanitiser stations at entrance and exit points for each class to be used at the start and end of the school day (signage in place) - All classrooms have sink installed – taped off area on floor ensures only one person accessing at once - Locate hand sanitiser stations around the school building - Posters in classrooms and toilets to remind pupils and included in Additional Behaviour Principles - Staff training (INSET) and frequent reminders via email, briefings etc. - Teaching resources regarding hand hygiene to be used on a regular basis - Revised home / school agreement details hand hygiene (attached) - Posters re: hand hygiene around school (including in all 	<p>Principal/ Senior Leaders/ Teachers/ Support staff</p> <p>PKT Site Manager/ F&Ops</p>	07.09.2021	

		<p>and skin friendly wipes are always available in each classroom</p> <ul style="list-style-type: none"> - Academy will have hand sanitising stations at main entrances and exits, and in other areas of the school - Offices/areas for learning other than the classroom e.g. library also equipped with disposable gloves, disinfectant wipes, cloths, paper towels and tissues - Hand driers have been isolated in all toilets and paper towels provided instead 	<p>classrooms and by sinks)</p> <ul style="list-style-type: none"> - Sufficient supplies of hand sanitiser and soap required and ongoing tracking of stocks - Order skin friendly skin cleaning wipes – now received 	Mgr		
<p>Prevention 4 Good respiratory hygiene</p>		<ul style="list-style-type: none"> - Promote good respiratory hygiene by communicating and reminding both staff and pupils of the 'catch it, bin it, kill it' approach - Younger pupils and those with complex needs to be supported with understanding and following this routine - Some pupils with complex needs, who may struggle to maintain as good respiratory hygiene as their peers, to have details of how staff should support written into their individual risk assessments. - Air ventilation – classroom and office windows should be open as much as possible to allow good air ventilation. Site Manager to ensure open each morning, if not, teacher or support staff to do this - Air ventilation – non-fire safety doors can be propped open to allow good ventilation 	<ul style="list-style-type: none"> - Revised home / school agreement details respiratory hygiene (attached) - Tissues and lidded bins located in all classrooms, offices and other areas of the building - Staff training (INSET) and frequent reminders via email, briefings etc. - Site Mgr informed re: opening of windows 	<p>All staff</p> <p>SENDco</p>	07.09.2021	

<p>Prevention 5 Enhanced and frequent cleaning</p>		<ul style="list-style-type: none"> - Cleaning schedule and cleaning logs in place to ensure more frequent cleaning of classrooms and shared areas that are used by different groups and frequently touched surfaces/key touch points such as door handles, are cleaned more often than usual - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required - Cleaning schedule in place includes any areas of school in use and offices; admin staff to support with cleaning by wiping down phones, photocopier etc. after each use – posters in place to remind. - Cleaning schedule includes the regular emptying of lidded bins which are double bagged and disposed of appropriately - Cleaning checklists in place for the end of the school day so classrooms and other areas cleaned thoroughly and systematically - Classroom bins to have lids, be regularly emptied, double bagged and disposed of appropriately. - Toilets to be cleaned regularly throughout the day - Each classroom equipped with disposable gloves, disinfectant wipes, disinfectant spray, cloths, paper towels and tissues - EYFS - soft furnishings and certain resources e.g. playdough have been removed 	<ul style="list-style-type: none"> - Cleaning timetable devised - Additional hours for KHT to ensure cleaning schedule can be delivered - Cleaning records/log on each door to be signed when cleaning completed and filed in central folder at the end of each day - Sufficient supplies of cleaning equipment required and ongoing tracking of stocks - Lidded bins to be ordered by MAT (P.Knight organising) and be in place for start of the term 	<p>Principal/ Senior Leaders/ Site Manager/ F&Ops Mgr</p> <p>PKT Site Manager/ Finance and Ops Manager</p>	<p>07.09.2021</p> <p>Updated 05.03.2021</p>	
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<p>Prevention 6</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>		<p><u>Grouping of pupils</u></p> <ul style="list-style-type: none"> - Pupils are grouped in class bubbles and these will be kept apart as much as possible; the sharing of any spaces will be kept to a minimum and they will be cleaned before another group uses the space - Where possible, staff will teach and support the same class and work in the same year group 'bubble' for the majority of the time - If teachers and other staff are required to teach or support across different classes/year groups, they should try to keep their distance from both pupils and staff as much as they can (ideally 2m, although it is recognised that this might prove difficult with younger children) <p><u>Measures within the classroom</u></p> <ul style="list-style-type: none"> - All staff advised to wear face coverings. Staff advised that a visor should not be used as an alternative to this. - Staff to maintain distance from other adults in and out of the classroom (2m ideally) - Teachers and other staff are also encouraged to keep 2m distance from pupils where possible and if circumstances allow - Teachers and other staff should avoid face-to-face contact and minimise time spent within 1 metre of anyone - When working with pupils with complex needs or who need close contact care, it is recognised that this may not be possible 	<p>-</p>	<p>Principal/ Senior Leaders/ Site Manager/ F&Ops Mgr</p> <p>SENDco</p> <p>Pastoral team</p>	<p>07.09.2021</p> <p>01.03.2021</p>	
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- Classroom desks are separate and organised to be forward facing, so pupils are sitting side by side
- Set seating plans for all subjects in place so pupils are sitting next to the same children every day
- Some furniture in classrooms has been removed to allow for more space
- Any shared resources are either cleaned daily in Milton, wiped down or on rota (with periods of time out of use)
- All class-based staff understand the need to wipe down 'frequent touch' areas and engage with the process
- Staff desk situated at back of room
- Teacher area taped off at front of class
- Children will usually remain seated when inside the classroom

Measures outside of the classroom

- Lunchtimes – seating plan in place in the dining hall so pupils are next to the same pupils (as in class)
- Breaks and lunches are staggered for bubbles in separate areas/playgrounds
- Cleaning staff use back pack disinfectant sprays in all playgrounds each day
- Contact sports such as football and basketball are limited
- Lining up – pupils line up in same order as classroom seating plan
- Outdoor learning – classes allocated times when

		<p>either playgrounds are available for outdoor learning e.g. science activity</p> <ul style="list-style-type: none"> - Large gatherings such as assemblies will not take place: these will take place in the classroom instead - 2m markings on all corridors to remind staff and pupils about social distancing - Any movement around school to be kept to a minimum – corridors only used by pupils needing to use the toilet or when timetabled to access the dining room / hall - Arrows, signs, paint markings on ground outside to remind. Minimum numbers permitted in shared areas and offices – clear signage in place - Offices and staffroom – maximum capacity ensures 2m distance can be maintained - Only three members of staff allowed to use the staffroom and facilities at any one time (clear sign on the door) - Breaks and lunches are staggered for classes. Staff informed of other designated areas for break and lunch times with maximum number of people allowed in each area clearly stated on signs - Coffee and tea facilities removed, and fridge is not to be used (staff to bring own flask and cool bag) - Usual fabric staff chairs out of use to ensure social distancing and cleaning of chairs can be carried out - Chairs not in use to be used marked with tape so 				
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		<p>that 2m apart</p> <ul style="list-style-type: none"> - Main reception desk closed to parents and carers (appointment system in place) <p><u>Measures for arriving at and leaving school</u></p> <ul style="list-style-type: none"> - Drop-off and collection times are staggered and only certain entrance/exit points allowed (nearest to classroom) - Parents/carers follow one-way system when dropping off and collecting their child and will be informed of the process, including an instruction not to gather at the entrance/exit points or whilst following the one-way system within the school grounds - High staff presence at drop-off to encourage parents to remain off-site as children walk into class under staff supervision - Parents/carers advised to keep 2m distance when dropping off and collecting and clear markings along one-way system - Only one parent/carer to drop off/collect - Visible staff presence at both dropping off and collection times - Staff to supervise pupils going in and out of the building - Hand sanitising stations (increased number) so pupils can use before entering and leaving the school building - Designated classroom for pupils to wait if parents are late in collecting (pupils must be 2m apart and each table to be cleaned with disinfectant when pupil leaves) 				
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- Parents allowed to drop off all children even though in different year groups and must follow times allocated to youngest child
- Each year group to have a TA allocated to supervising pupils if dropped off with younger sibling
- Pupils can be supervised in same classroom but tables must be disinfected before rest of class arrives

Other considerations

SEND

- SEND pupils to be given specific help and preparation for changes to the school routine (e.g. using social stories)
- Specialist teaching/temporary staff – ensure that contact with staff is minimised and maintain 2m distance as much as possible
- Specialists, therapists, clinicians and other support staff for pupils with SEND can visit the school if needed: to keep 2m distance as much as possible and to complete visitor form and given visitor leaflet
- Wherever possible, visits will be arranged out of school hours.
- Records of all visitors to school will be kept on InVentry signing in system

Pupils who attend more than one setting

- If pupil attends more than one setting on a part time basis (e.g. alternative provision) – academy will work with other organisation to identify any

		<p>risks and how the curriculum can be delivered</p> <p><u>Equipment and resources</u></p> <ul style="list-style-type: none"> - Staff and pupils will be provided with their own individual classroom equipment (i.e. frequently used items) and a zipped plastic wallet to keep it in - Classroom based resources, e.g. books, will be used and shared within a bubble and will be cleaned regularly or rotated to reduce use - Any equipment which needs to be shared between classes e.g. science, sports equipment will be cleaned frequently, meticulously and always between bubbles. - Laptop timetable to be in place and laptops to be cleaned (with disinfectant wipes) before and after use (teachers and support staff responsible for ensuring this) - Where possible, shared equipment will be rotated and left for a period of 48 hours (or 72 hours if plastic) between use by different classes - Each bubble to have their own playground equipment which will be cleaned after each break and lunch time - Items brought to and from school to be kept to a minimum (staff and pupils): pupils will be asked to bring only essential items to and from school - Exercise books can be taken home by teachers – staff to be reminded about the importance of hand cleaning 				
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<p><u>Prevention 7</u> Clinically extremely vulnerable staff are asked not to attend work due to health condition</p>	Staff	Under current national restrictions this group of staff will not attend the workplace and where appropriate, work from home provision will be expected.	<p>Staff in this cohort should be identified and then assessed in line the government tier system.</p> <p>Copies of shielding letters</p>	Line Mangers	01.03.2021	
<p><u>Prevention 8</u> The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which will lead to potentially more staff and pupil absenteeism</p>	Staff and pupils	<p>The MAT and Academy will continue to monitor case rates, on the COVID-19 tracker to see if there are trends. The COO will monitor LA case rates and advise senior leaders if there are any spikes or trends developing – seeking local public health input, as necessary.</p> <p>The MAT has implementing Lateral Flow Testing (LFT) for staff to identify early positive cases so they can self-isolate and reduce the risk of forward transmission. Following three tests in school, all staff will test themselves from home twice a week.</p>	<p>Continue the monitoring of case rates.</p> <p>LFT are in place for all staff</p>	COO/ Principals	04.01.2021	
RESPONSE TO AN INFECTION						
<p><u>Response 1</u> Engage with the NHS Test and Trace process</p>	Staff and pupils	<ul style="list-style-type: none"> - Senior Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team - Staff, parents/carers are ready and willing to book a test if displaying symptoms not attend school; will be sent home to self-isolate if symptoms displayed during school day; provide details of anyone they have been in close contact 	<ul style="list-style-type: none"> - Training prior to start of new term on procedures to follow - Communication to parents/carers prior to start of new term 	Principal SLs Pastoral team	07.09.2021	

		<p>with if they test positive or if asked by NHS Test and Trace; self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive</p> <ul style="list-style-type: none"> - Senior Leaders, pastoral team and admin to understand all testing avenues so that correct information can be given to parents/carers, including circumstances in which to give out a home testing kit (provided to schools in autumn term) - Staff and parents/carers know to inform the school of the results of a test - Negative test: person can stop self-isolating (if well and no symptoms) and members of their household - Positive test: follow 'stay at home' guidance and must continue to self-isolate for 10 days from onset of symptoms. Staff to understand that they and pupils can return to work only if no symptoms other than a cough or anosmia. Members of household should continue to self-isolate for the full 10 days. 				
<p>Response 2 Manage confirmed cases of COVID-19 in school community</p>		<ul style="list-style-type: none"> - Staff understand their responsibility to act swiftly if aware that someone who has attended school has tested positive for COVID-19 - Senior Leaders to contact the local health protection team who will carry out a rapid risk assessment and advise on next steps - Pupils and staff who have been in close contact to be sent home and self-isolate for 10 days since last in close contact with that person 	<ul style="list-style-type: none"> - Staff training (INSET) - Staff guidelines document - Records kept of pupils and staff in each bubble, BC and ASC etc. - Public Health to provide template letter if needed 	Principal/SLs	01.03.2021	

		<ul style="list-style-type: none"> - Senior Leaders to understand 'close contact' definition: Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation or unprotected physical contact Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, e.g. a car, with an infected person - Staff to know that details/names of people with COVID-19 not to be shared unless to protect others and to check with Principal - Household members of those contacts who are sent home do not need to self-isolate unless the person who is self-isolating develops symptoms within their 10-day isolation period, in which case they should follow the 'stay at home' guidance; get a test and if negative, remain in 10-day isolation period. If positive, to isolate for 10 days and inform their setting. Members of household to self-isolate for 10 days. - Senior Leaders, pastoral team and admin to know that evidence of a negative test result should not be asked for or other medical evidence before admitting children back to school after a period of isolation 				
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<p>Response 3 Contain any outbreak</p>		<ul style="list-style-type: none"> - Senior Leaders and pastoral team to monitor sickness absence: <ul style="list-style-type: none"> • Two or more confirmed cases within 14 days • Overall rise in sickness absence (suspected coronavirus) could indicate an outbreak - Work with local health protection team and follow advice 	<ul style="list-style-type: none"> - Daily attendance tracker emailed to Principal and Assistant Principals - Alert to be sent to the Principal 	<p>Pastoral team Principal/ AP</p>	<p>07.09.2020</p>	
SCHOOL OPERATIONS						
<p>Transport</p>		<ul style="list-style-type: none"> - Encourage parents, staff and pupils to walk or cycle to school if it all possible - Any families using public transport to and from school to be made aware of safer travel guidance for passengers (given link to document) 	<ul style="list-style-type: none"> - Communication to parents prior to the start of term 	<p>Principal</p>	<p>07.09.2020</p>	
<p>Attendance</p>		<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self-isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield - SENDco to be aware of any pupils who remain under care of a specialist health professional and discuss before returning to school - Remote learning available to any pupils not able to attend - class teachers and pastoral team to monitor engagement with this - Any parents or pupils with anxieties about attendance at school to be addressed and support plan put in place 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families - Pastoral teams and class teachers to identify pupils who are reluctant or anxious about returning or at risk of disengagement and develop individual plan - Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed - HR staff survey to be carried out and follow-up conversations if required 	<p>Principal/ SENDco/ Pastoral team</p>	<p>07.09.2020</p>	

		<ul style="list-style-type: none"> - Any staff in extremely clinically vulnerable category to stay at home, working where possible - Any staff in clinically vulnerable category able to attend work but must maintain 2m distance from other adults 	<ul style="list-style-type: none"> - Shielding – HR to keep in contact - Teams training for staff so that remote learning in place 			
PPE		<ul style="list-style-type: none"> - PPE required where an individual child becomes ill with COVID-19 symptoms while at school and only if a distance of 2m cannot be maintained - TMat advise that all staff wear face coverings when on-site and these will be provided (training on use and maintenance will be provided) - Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> - As mentioned in Prevention 1 re: PPE equipment for each member of First Aid staff 	Principal/SL responsible for medical matters/First Aid	03.03.2021	
Supporting staff		<ul style="list-style-type: none"> - Make staff aware of DfE’s information about extra mental health support for pupils and teachers - The Education Support Partnership – free helpline shared with pupils and parents/carers - If using Teaching Assistants in different role e.g. to cover a class under direction of a teacher, discuss with member of staff; ensure safe ratios met; any necessary training in place - Some staff with particular characteristics who may be at comparatively increased risk from COVID-19 to have concerns discussed with Line Manager - Clinically vulnerable staff to maintain 2m distance (as for all staff) - Out of term travel arrangements must follow the government guidance. Staff should also note they 	<ul style="list-style-type: none"> - Email to staff re: DfE support - Risk Assessment made available on academy website 	Principal	02.03.2021	

		must make themselves available for work at the start of each term. Principal to know the trust's guidelines and refer to HR for advice				
Supply teachers or peripatetic teachers		<ul style="list-style-type: none"> - Academy's COVID-19 leaflet emailed/given to member of staff on first day, plus induction (walk-through) 	<ul style="list-style-type: none"> - Communication with supply agency regarding academy's guidelines - Leaflet to be created prior to start of next term 	Principal/ Admin team/F&Ops Mgr	07.09.2020	
Safeguarding		<ul style="list-style-type: none"> - DSL to provide training to relevant members of staff regarding COVID-19 safeguarding in schools - DSLs to be provided with more time in the first few weeks of term in order to support staff and pupils regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies - The Trinity MAT's home visit guidance to be followed 	<ul style="list-style-type: none"> - INSET day 	DSL Pastoral team	07.09.2020	
Catering and dining hall arrangements		<ul style="list-style-type: none"> - Principals and Finance and Ops Manager to ensure that kitchen complies with guidance for food businesses on coronavirus - Kitchen staff and any staff involved in the preparation of food should face coverings (provided by the trust) - Midday supervisors involved in the serving of food should wear a face covering (provided by the trust) - Deliveries to be contactless where possible. - Hygiene standards to be maintained 	<ul style="list-style-type: none"> - Visors and disposable face coverings to be ordered and training for kitchen staff prior to start of new term - Seating plans for dining hall - 2m marking in place for middle of hall to separate two bubbles 	Principal/ F&Ops Mgr	01.09.2020	

		<ul style="list-style-type: none"> - Seating plan in place for each bubble so pupils sitting next to same pupils as in class (as much as possible) - Pupils will be brought to the dining hall by a member of staff and directed to seating plan - Dining tables for pupils to be set up to accommodate two 'bubbles' with a 2m distance between each area - Dining table to be cleaned between each bubble - Reminders that staff need to wash hands and clean utensils after use (staffroom) - EYFS - all tables in the nursery provision to be cleaned thoroughly before and after lunchtime 				
Estates		<ul style="list-style-type: none"> - Usual pre-term building checks completed prior to reopening in September (e.g. Legionella check) - Good ventilation guidance in place for Site Managers (Health and Safety Executive guidance) 	<ul style="list-style-type: none"> - Confirmation emailed to Principal – roof works required (now scheduled - PKT and MRS updated) 	Principal Site Mgr F&Ops Mgr/ M.Rhodes	07.09.2020	
Educational visits		<ul style="list-style-type: none"> - These will not take place during this academic year 	N/A	N/A	N/A	
School uniform		<ul style="list-style-type: none"> - If a pupil is not wearing school shoes, these will also be provided and then not worn for 72 hours before being given to another pupil 	<ul style="list-style-type: none"> - Parent communication will include information re trousers/skirts, shirts and shoes. Parents advised to use current jumpers/cardigans and that spares will be provided for those pupils not attending with correct uniform until further 	Principal Pastoral team	07.09.2020	

			notice			
Breakfast and after-school provision		<ul style="list-style-type: none"> - Maximum number of 20 pupils in both clubs and school hall to be used - Desks will be set up in 'bubble' rows to minimise transmission - Individual plastic zipped wallets with frequently used equipment provided for each child - Shared resources – to be used only within the bubble and cleaned after - Breakfast and snacks to be brought to and from the pupils' desks by staff (face coverings to be worn by staff when doing this) - Parents/carers asked to limit the number of wraparound providers they access as far as possible and to check that providers are considering protective measures 	<ul style="list-style-type: none"> - Communication regarding B & ASC (booking etc.) sent out before the summer break - Inform Site Mgr of plans so desks can be set up in the hall at the start and end of each day - Seating plans in place - Disposable face coverings for member of staff preparing/serving food - Communication to parents/carers re: number of wraparound providers - Learning resources for BC and ASC to be ordered 	Principal F&Ops Mgr BC/ASC Leaders	07.09.2020	
Main reception area		<ul style="list-style-type: none"> - Parents/carers to be informed that the school's main reception area is not to be used unless it is an emergency situation - Parents/carers to contact the school via phone or email and emergency mobile number also given out to parents 	<ul style="list-style-type: none"> - Communication to parents 	Principal	07.09.2020	

First Aid	Staff, Pupils,	<ul style="list-style-type: none"> - Identify First Aid areas - Maintain cleaning standards and clean after each treatment 	<ul style="list-style-type: none"> - Training First Aid staff 	SL for medical matters	07.09.2020	
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Obtain confirmation from those who will be on site are not showing signs of COVID-19 - Provide handwashing or hand sanitiser facilities for visitors/ contractors - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in; any supervision conducted with a distance of at least 2m - Guidance for visitors leaflet to be given to all visitors - Records of all visitors to the school will be kept 	<ul style="list-style-type: none"> - Aspects relating to Covid-19 to be included in the contractor rules for the school - Contractors and visitors to complete the Trust's Covid-19 Visitor Form before visiting (via email, if not, when they arrive at the school) - Guidance for visitors leaflet - Ensure all staff aware of guidance re: visitors (e.g. SENDco, pastoral team) - Visitor record (remind admin) 	Principal Admin team Site Mgr	07.09.2020	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure Team Teach training has been achieved by teachers who are required to carry out physical restraining - Ensure wash facilities are available after a close contact event - No child or member of staff should be in school if they are symptomatic - Principal to reassess inclusion policy based on each case as it arises 	<ul style="list-style-type: none"> - Principal to check records of which staff currently have TT training - Staff training (INSET) on guidelines - Individual pupil risk assessments to be written 	Principal	07.09.2020 08.03.2021	
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 	Site Mgr F&Ops Mgr	07.09.2020	

			hours prior to collection			
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to full reopening in September - Fire drills, invacuation and lockdown practices to take place as usual in individual bubbles (policies adapted accordingly) - Security on external gates and perimeter to be monitored by senior management and the Site Manager as the school will be more open accessible with staggered starts etc. 	<ul style="list-style-type: none"> - Fire, invacuation and lockdown practices to be scheduled - Above policies to be reviewed and amended if necessary - All staff to be informed of any changes to procedures beforehand 	Principal/ Site Mgr/ F&Ops Mgr	07.09.2020	

Assessors Name:

Assessment Review Date:

Enc:

- Home/school agreement (adapted covid-19)