

School	Calcot Infants, Nursery and Junior Schools			
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation returning to school in April 2021			
List of Hazards	What are you already doing to lower risks?	Other actions	Action complete	Supporting school docs
Contact with a person who has Covid symptoms	<ul style="list-style-type: none"> Staff and pupils who have COVID-19 symptoms must not attend school until they have completed their isolation period in accordance with current government guidance from symptom onset, or if they receive a negative test and are well. Staff and pupils who have tested positive for coronavirus must not attend school for least 10 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 10 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks) . If a member of a staff or pupils household tests positive for corona virus they must not attend school until the 10 days self-isolation period is over Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative. Understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works If a child in school shows symptoms and is sent home the rest of the children in that bubble/group/group will only be sent home to self-isolate for 10 days after the last contact with the confirmed case if the child subsequently tests positive. Parents will not be informed if another child in the bubble has symptoms, only if there is a positive test result. This is in line with government and local advice. (See guidance section 1 point 8) 	<p>Staff and parents must:</p> <ul style="list-style-type: none"> book a test if they or their child display symptoms Provide details of anyone they or their child has been in close contact with if the result of the test is positive Inform school immediately with the test results so actions can be taken for the school community when necessary <p>School will:</p> <ul style="list-style-type: none"> Seek advice from LA and PHE health protection teams when any positive cases arise in the school community. 	Ongoing	Contact details for West Berkshire and PHE

30/03/2021 (updated)

Notes:

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	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p>			
<p>Suspected cases of Covid-19 in the school day</p>	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> ● Notify the Headteacher immediately. ● Avoid touching anything. ● Move pupil to a separate room and contact parents for immediate collection. ● If a staff member needs to stay with them then they must remain 2m away. ● If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. ● Follow guidance on safe fit, use, removal and disposal of PPE and RPE. ● If a staff member shows symptoms they must go home immediately. ● All other persons are to maintain a safe distance from affected individual. ● If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. ● Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. ● They must then follow the guidance on self-isolation and testing. 	<p>A room that pupils can be isolated in if they show symptoms has been identified in the Junior school (Y3 cloakroom) and in the Infants School (Reindeer lodge) and appropriate PPE will be kept in there for this use only.</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>If a child within a bubble displays symptoms of COVID-19, they will be removed from their bubble and cared for by a previously identified member of staff wearing PPE in a specified area. PPE will include Disposable apron, gloves, goggles/visor and face mask.</p> <p>Once the child displaying symptoms has been removed from the bubble the remaining children from this bubble will be removed to an alternative space (most</p>	<p>Ongoing</p>	<p>Flow chart in school offices and shared with staff for anyone who develops symptoms in school</p> <p>Information for parents</p>

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	<ul style="list-style-type: none"> They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. <p>A list of all persons who the affected person has been in contact with will be kept with the timetables for each class, and all children will continue to be monitored in the usual way when they are in school. Should any child or staff member display symptoms in school we will follow the process above.</p>	<p>likely the school hall) and the original bubble will be deep cleaned before use.</p> <p>Staff wearing PPE will receive training remotely to ensure safe fit, use and removal and disposal of PPE and RPE. PPE will be double bagged if used with a person displaying symptoms. If the case is confirmed it will be stored for 72 hours before disposal, if the test is negative it will be disposed of with normal rubbish in line with PHE advice. Posters will be in the areas where PPE is required and staff will be sent the video provided to watch before new arrangements are in place. (See links below)</p> <p>PPE video: https://www.youtube.com/watch?v=GncQ_ed-9w</p>		
<p>Contact between individuals</p>	<ul style="list-style-type: none"> Children are grouped together in year groups all of the time. Different group bubbles of children will not interact with each other Older children will be supported to maintain distance where possible Where possible, staff will stay with one year group bubble and children will stay in their own classrooms whenever possible to limit the sharing of rooms and maintain social distancing spaces. Where staff need to teach and support in different year group bubbles, staff will minimise contact with the children by socially distancing and will teach from the front of the class. If close support is needed (where social distancing is not possible) the staff 	<p>Groupings/Bubbles</p> <p>We have restricted all bubbles to year groups to mitigate the risk for children and staff. By reducing the number of contacts, when there is a positive case within the school, only the children and year group who have had direct contact will need to be closed.</p> <p>Risks will be further minimised by:</p> <ul style="list-style-type: none"> Not sharing equipment Structured play (ie children will be led in organised games by staff on duty, and there will be no contact sports allowed at these times) 	<p>Ongoing</p>	<p>Staff Information booklet</p>

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	<p>members will work next to the child rather than facing them.</p>	<ul style="list-style-type: none"> • Social distancing as much as possible • Year group bubbles are allocated their own set of toilets whenever possible and when this is not possible they will be allocated cubicles. Toilets will be carefully managed to ensure children from different bubbles do not come into contact when using the toilet facilities. • Each bubble is allocated a specific zone of the playground to play in at break and lunch times. 		
<p>Access to and egress from site</p>	<ul style="list-style-type: none"> • Everyone must wash their hands or use appropriate hand sanitiser on entering the building. • Stop all non-essential visitors entering site • Encourage social distancing of people waiting to enter site via use of signage. • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. • If pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. • On arrival all staff should wear a face covering. These must be worn when moving around the school, through the corridors, in the staffroom and in areas where social distancing cannot be maintained. 	<p>In order to reduce the bottle necks of pupil's arrival at school and entering the building we will have additional measures in place:</p> <ul style="list-style-type: none"> • Staggering start times and end times by year group (See staff information pack for times) • There are specific waiting zones on the playground for each class to ensure children and parents do not cross year group bubbles. Staff will collect their class at the start of the day from their zone at the allocated time. • This has been communicated with parents to ensure they do not arrive too early and do not congregate in groups. • Where possible, children will be accessing classrooms via external doors. • There is a marked one way system to keep parents moving through the site with separate entrance and exits. • This is marked on a map and there will be visible marking at entrances using paint and tape. 	<p>Ongoing</p>	<p>Site Map</p>

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		<ul style="list-style-type: none"> • We are using multiple entrances to reduce the number of people in one place.(See site plan in staff information document) • Staff will be on access/egress sites to ensure social distancing and enforced following of allocated slots. • Staff member will meet the children who are accessing the site with a keypad entry so only one member of staff will use the keypad which will be wiped after use. • Only one adult will accompany a child onto site. If children will not leave their parents staff will not be able to take children off parents as we need to minimise adult:adult contact. Staff members will take children's hands, but cannot physically carry them onto site, or take them from parents' arms. If they are distressed, we will ask parents to take children home with them. • There is a clear process for managing late arrivals to school and parents have been informed of this. 		
<p>Communal areas/Offices</p>	<ul style="list-style-type: none"> • Furniture has been reduced in staff areas to reduce the number of people at any one time. Staff will have staggered breaks to reduce the number of staff gathering at one time and meetings will be in teams or held remotely. • Staff and children will have individual devices so there will be no hot seating in school. When devices are shared (chrome books) they will be wiped between class groups and at the start and end of each day. • Bubble/groups are segregated from each other to reduce social interaction 	<ul style="list-style-type: none"> • The school timetable has been changed to facilitate staggered breaks, staggered lunches, additional cleaning, reducing the movement in corridors to one bubble/group at a time. • The use of shared areas has been considered to allow for one group at a time to use them and for cleaning to take place in between groups. This is particularly important for the hall PE slots and music equipment. 	<p>Ongoing</p>	<p>Timetables</p>

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	<ul style="list-style-type: none"> Regularly cleaning, with normal household detergents/cleaners, of common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times. Assemblies will be in class or year group bubbles The cleaning of frequently touched surfaces has been increased and there will be cleaning at lunchtime by staff as well as deep cleaning every day after school. Timetables have been carefully considered to keep bubble/groups apart, reduce movements around the school and avoid creating busy corridors / entrances / exits Toilets have been allocated to single Year groups. In addition, cubicles have been allocated to classes to minimise numbers and cleaning has been increased during the day. 			
<p>Staffing</p>	<ul style="list-style-type: none"> Staff should discuss any medical needs with the Head Teacher prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed, with individual risk assessment for the clinically vulnerable written prior to them returning to work after shielding 1st April 2021. Any existing individual risk assessments (disability, young persons or new/expectant mothers) will be reviewed, any changes must be recorded including any new controls. Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures etc. (See staff plan) There is an emphasis on ensuring social distancing, therefore the fewest staff possible for education and safety should be allocated to classrooms. 	<p>Specialist teachers / supply staff/trainee teachers/ students studying education on work placement and volunteers are allowed into school to help with the delivery of curriculum and we will ensure they understand the updated schools' processes and procedures.</p> <p>We now advise staff that face masks should be worn by staff in school when they are not teaching a direct input and when they dismiss and collect their class from the playground.</p> <p>Mixing of volunteers across groups will be avoided and volunteers will maintain social distance from staff and pupils where possible.</p>	<p>Ongoing</p>	<p>Induction booklet/staff handbook with COVID updates</p>

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	<ul style="list-style-type: none"> If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations. When it is not possible for the staff member to work from home this will be taken as unpaid leave. Lateral Flow Device Testing is carried out twice weekly by school staff to test for asymptomatic carriers of Covid-19. Specialist teachers who attend school each week will also take part in weekly testing (MNR coaches, music teachers, student teachers, volunteers, work placement students) <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> No physical contact. It is important to maintain social distance for staff wherever possible. No close contact activities. 	<p>We hope not to be using any supply teachers but to cover internally whenever possible. If we need to use supply teachers they will need to follow the visitors to school precautions and wear face masks.</p> <p>Covid Secure precautions have been added into induction check lists and visitor information. This includes wearing face masks for all visitors and contractors on site.</p> <p>Covid LFD test results are monitored by our Covid Co-ordinator on Sunday and Wednesday evenings to ensure staff carry them out, monitor and record the results and provide support.</p> <p>Completed DSE self-assessment should be reviewed to ensure it is safe and appropriate for the person to work from home.</p> <p>It is important to emphasise the need for staff to maintain social distance from other staff wherever possible. If there is a confirmed case amongst a staff member, it has the potential to seriously impact the operation of the school if it leads to a number of staff members having to self-isolate for 10 days</p>		
<p>Classroom usage</p>	<p>Where possible Staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> Adjustments have been made to seating arrangements so pupils are sitting side by side and facing forwards towards the teacher. 	<p>We will provide hand sanitiser that staff can use during breaks and outdoors where hand washing facilities are not readily available.</p>	<p>Ongoing</p>	

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	<ul style="list-style-type: none"> • Limit the number of staff (where possible) in each room/area to enable them to follow social distancing guidance. • Bubble/groups should stay together for majority of the time. • Classrooms should be kept well ventilated. • Frequently used items such as pens and pencils should not be shared and should be kept for individual use. Year Six children have been asked to bring in a pencil case but children in all other year groups will be provided with individual stationery. • Classroom based resources such as books and games can be shared by that year group bubble but should be cleaned frequently or should be left unused for 48hrs (72hrs for plastics) • If resources are moved between bubbles they should be meticulously cleaned or left for 48hrs (72hrs for plastics) before moving to another bubble/group. • Limit the amount of equipment that children are permitted to bring into school to essential items only • Resources such as library books that are taken home will be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastics) before being re-allocated. <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> • Establish a routine for hand washing. Prior to or upon entering classrooms, at break times and before and after eating. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Display PHE handwashing posters around school • Implement catch it, bin it, kill it approach • All classrooms have lidded bins for tissues that are emptied every day. 	<p>An assessment of the items in each classroom has been made by class teachers. Those that cannot be easily cleaned have been removed. This includes soft furnishings that do not have removable covers, soft toys and toys with lots of small parts.</p> <p>Resources/equipment has been split where possible between bubble/groups so that they can be sole use for that bubble/group. This will reduce the burden of cleaning during the school day or between groups. All resources can then be cleaned at the end of each day</p> <p>Children may be part of the cleaning process for desks/surfaces/resources/play equipment etc. Ensure that you use appropriate products for the age group and that they are supervised.</p>		
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<p>Use of outdoor areas and play equipment</p>	<ul style="list-style-type: none"> Outdoor equipment to be cleaned between uses by year group bubble. Where cleaning is not possible it should be left for 48 hours (72hrs if plastic) before use by another bubble. 	<p>Schools are encouraged to use outdoor areas where possible. However consideration needs to be taken to keeping bubbles segregated. Staggered timetables and allocated areas are in place to ensure Year groups are kept separate.</p> <p>Where the play equipment will naturally be left unused for a period of 48 hours (72hrs if plastic), such as weekends. There is no need to clean.</p> <p>The playgrounds have clear play zones. Each bubble is allocated a specific zone to play in during break and lunchtime. This will ensure bubbles cannot cross or mix. The playing field has been zoned so Year groups have a specific area to play in.</p> <p>Outdoor play equipment will be allocated to separate groups and will not be shared.</p> <p>Trim trails will not be in use during this time.</p>	<p>Ongoing</p>	
<p>Physical education</p>	<ul style="list-style-type: none"> Pupils are to be kept in consistent bubble/groups Children will be coming into school wearing PE kit on the day they have PE so they will not need to change in school. Equipment thoroughly cleaned between groups Contact sports to be avoided Swimming in school-group size is restricted to allow for 3²m of pool space per child (up to 12). Changing rooms will be deep cleaned between each bubble. 	<p>Prioritise outdoor sports where possible</p> <p>There is likely to be a phased return to contact sports and the risk assessment will need to be updated accordingly</p> <p>Use of external coaches is acceptable and MNR and other sports coaches are aware of and abide by the control measures in place for visitors to school. We hope not to be using any supply teachers but to cover internally whenever possible.</p> <p>Each year group bubble is allocated a specific day to swim to ensure crossing of</p>	<p>Ongoing</p>	

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		bubbles does not occur. Enhanced cleaning and supervision of changing rooms between swimming groups to maintain social distancing and hygiene standards.		
Access to staff toilets, rest rooms and changing facilities	<ul style="list-style-type: none"> Staff rooms have been set up to maintain social distancing This has been based on the size of each facility, and staff will maintain a distance of two metres from others. Staggered breaks have been implemented to reduce congestion and contact Introduce enhanced cleaning of all facilities throughout and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal of waste. 		Ongoing	
School meals	<ul style="list-style-type: none"> Food and drink will be consumed in classrooms that are suitable and can be easily cleaned. Reception and Year One will be eating in the hall for cleaning purposes. Break times are staggered to reduce congestion and contact. Hand cleaning facilities or hand sanitiser will be made available before entering any room where people eat and should be used again by all persons when leaving the area. Food displays should be protected against contamination by coughing, sneezing etc. Children should sit side by side and ideally all face in the same direction when eating to avoid face to face contact if possible. Payments should be taken by contactless methods wherever possible. Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced. Water fountains are not available for children to fill their water bottles and staff will refill bottles when necessary. Tables and chairs should be cleaned before, between and after use. 	<p>Full meal provision should be provided</p> <p>Staggered lunches will allow for the tables to be cleaned between reception and Year one using them. Reception will use one side of the table and Year one will use the opposite to help eliminate cross contamination.</p> <p>We directly employ catering staff and work according to the guidance published for the operation of food premises under Covid 19. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses</p> <p>All food provided for children will be prepared with appropriate PPE (no additional PPE required – usual catering PPE worn)- meals will be delivered to allocated areas by lunch staff who will be cleaning each bubble area once the children have eaten. PPE (gloves, aprons will be provided)</p> <p>Children will stay in allocated areas to eat and food will not be shared.</p>	Ongoing	

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	<ul style="list-style-type: none"> All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break 	<p>Children will be in their allocated space and distanced from each other as far as possible, supervised by the same staff members.</p> <p>Children and staff will wash their hands before eating.</p> <p>Food in school will be boxed and these will be collected by lunch staff and cleaned in the kitchen area.</p> <p>All waste will be disposed of in bins with lids.</p> <p>Prior to eating staff will wipe down tables in allocated space with an antiviral disinfectant provided in each classroom</p> <p>All payments are cashless at Calcot.</p> <p>Staff will also eat in a designated place and use their own utensils. Staff put their own cups and plates in the dishwasher and not handle others. When emptying the dishwasher the person who empties the crockery will wash their hands before doing so. Washed items should not be left on the drainer.</p> <p>Staff in different bubbles will not make drinks and take them to other bubbles.</p>		
<p>Wrap around care</p>	<ul style="list-style-type: none"> Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning or isolation of 48hr (72hrs for plastics) 	<p>The controls put in place for food preparation and consumption will be the same as during the school day.</p>	<p>Ongoing</p>	

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	<p>Where possible children should be kept within year group bubbles but it is recognised that this will not always be possible to maintain the bubble/group/groups used in the school day. In this instance siblings will be seated together.</p>	<p>Early Birds and Tea birds clubs will continue to run. Children will be separated and will sit in family bubbles or for those without a sibling, in year group bubbles. We will regularly review the registers to ensure a consistent group and set up the allocated areas to reduce contact between day bubble groups. If there is a confirmed case this will enable appropriate contacts to be identified and notified and may result in more bubbles being shut.</p>		
<p>Offsite trips</p>	<p>Educational Visits and day trips will resume but in line with Government guidance. Domestic day visits can resume from 12 April, assuming the roadmap Step 2 commences as planned. UK residential visits may resume from 17 May, in line with Step 3 of the roadmap.</p>	<p>Educational visits will be risk assessed individually and processed via Evolve. Guidance on visits will be updated in April and this will be followed within our risk assessment. Social distancing measures, increased hygiene and hand washing will continue to be implemented.</p>	<p>Ongoing</p>	
<p>Cleaning</p>	<p>A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> ● Hard surfaces to be cleaned prior to disinfecting. ● A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is to be used. ● Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. 	<p>Please see updated cleaning schedule during this time</p>	<p>Ongoing</p>	

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	<ul style="list-style-type: none"> • Hand towels and hand wash are to be regularly checked and supplies replaced/replenished. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. • Only cleaning products supplied by the school should be used. • Bin liners will be used in all bins • We are following the advice of PHE for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance. 			
First aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands before and after giving first aid and ensure the room/area is cleaned on completion.</p>	<p>Each Year group bubble will have a first aider allocated to them, all medication required and a first aid kit. This will be securely stored out of the reach of children. All first aiders in bubbles will be responsible for notifying the office if more first aid stock is needed and completing first aid forms as necessary (e.g. ice-packs/plasters/dressings e.t.c.) All first aiders will have appropriate PPE which is no different to what is usually used and identified in our first aid policy.</p>	<p>Ongoing</p>	
Fire	<ul style="list-style-type: none"> • Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubble/group/groups should assemble together and not mix with other groups. • In the event of an unplanned emergency evacuation, life safety takes priority over social distancing. 	<p>In an emergency social distancing may not apply. All children will follow normal procedures which are established and regularly practised.</p> <p>All children will be made familiar with their route out of school if they are not in their usual space.</p> <p>Practices for individual groups will take place during each term.</p>	<p>Ongoing</p>	

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<p>Deliveries and waste collection</p>	<ul style="list-style-type: none"> • If practicable drivers should wash or clean their hands before unloading goods and materials, and as a visitor to the school they will be asked to wear a face mask on site. • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling deliveries or waste materials. • Waste bags and containers to be kept closed. • If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours). 	<p>All necessary visitors to site will be managed by office staff and the site manager to ensure they do not coincide with drop off and collection times and they follow the rules on our site for social distancing and hygiene.</p>	<p>Ongoing</p>	
<p>Visitors to site</p>	<ul style="list-style-type: none"> • Non-essential visitors should not be allowed onto the school site. • All visits to site are by appointment only • All visitors to be made aware of site rules • Only visitors carrying out essential maintenance and other site visits that are deemed essential and necessary to the safe running of the school are to be allowed on site. • Any site visitor should be required to wash or sanitize hands before allowing entry to the site. • All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number. • These records should be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 	<p>All necessary visitors to site will be managed by office staff and the site manager to ensure they do not coincide with drop off and collection times and they follow the rules on our site for social distancing and hygiene. Any visitor who is not part of the school community or staff will be expected to wear a face mask on site and stay a minimum of one metre from anyone at the school. Where possible any meetings should be held outside in fresh air or in a well-ventilated space (along with social distancing/mask if under 2 metres). This include parents, contractors or any visitor.</p> <p>There will be restricted access to reception/offices/classrooms and parents will not be on site without an appointment.</p> <p>All interactions with parents and any other visitors will be by phone, email or other virtual solution such as MS Teams or Zoom etc. If a face to face meeting is essential this will be by appointment only and in a room where there is sufficient space to</p>	<p>Ongoing</p>	

30/03/2021 (updated)

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
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Schools Risk Assessment

		<p>ventilate the room and maintain 2m social distancing. For face to face meetings face masks will be worn.</p> <p>Signs on the school gate and entry points will reflect the controls we have in place in school so visitors are fully informed as to our safety measures that must be adhered to.</p>		
<p>Contractors</p>	<ul style="list-style-type: none"> ● Contractors carrying out essential maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of your covid secure measures and comply with good hygiene. ● Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and wear face masks if entering the building or getting closer than 2 metres to anyone at the school – but must maintain a minimum of one metre. ● All contractors are to wash their hands upon entering the site. ● Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. ○ Repeat the hand washing/sanitising every hour. ● Site inductions are to be carried out following social distancing principles (2m separation). ● The contractor to be shown to the work area/s and ideally supervised. ● Contractors must only access the area/s of work as shown. ● Contractor to request permission if access to other areas is required. ● All areas accessed by contractors should be thoroughly cleaned. 	<p>Update the contractors check list to include the school precautions.</p> <p>School precautions and added expectations of contractors will be discussed prior to their arrival onsite. Contractors will be expected to wear facemasks on site.</p> <p>Where contractors may now be lone working they will be supervised when necessary by the site manager.</p>	<p>Ongoing</p>	

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<p>Weather</p>	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. Facilities are provided to shelter from the elements. 	<p>Children and staff will be wearing clothing appropriate for all activities during the school day so they will not need to change.</p> <p>Children will bring in their own sunscreen and apply themselves if necessary. Infant children will need to have sunscreen applied by parents before arriving at school if they need support to apply.</p> <p>Staff will be aware of time spent outside in the sun and ensure children wear sunhats.</p> <p>Outside breaks can be in their indoor spaces if necessary.</p> <p>Parents will be advised that school will not be able to apply sun cream and spare clothing/hats will not be available.</p>	<p>Ongoing</p>	
<p>Lack of awareness</p>	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. “Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<p>Posters will be displayed in all areas to raise awareness of all those accessing site. Teachers will receive adequate information regarding procedures and the necessity of these and they will ensure they have a good understanding of this.</p> <p>We will be using social stories with children as necessary.</p> <p>The school behaviour policy and home/school agreement have been revised and communicated to parents to ensure appropriate behaviour on site.</p> <p>Regular reminders of Covid safety measures on school site are published in our weekly newsletter and on our school Facebook site to combat complacency.</p>	<p>Ongoing</p>	

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<p>Hand sanitiser</p>	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer's instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 	<p>Staff will be made aware of the risks associated with hand gel and it will be stored appropriately.</p> <p>Children will be supervised using hand gel, and when children are not allowed to use this (eg Muslims) they will provide an alternative or wash hands instead.</p>	<p>Ongoing</p>	
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Risk assessment completed by	FRostron	Signature	
Risk assessment sponsored by		Signature	
Date assessment completed			
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature

Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

30/03/2021 (updated)

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Supporting documents

- 1) COVID-19 symptoms flowchart
- 2) Staff information document with grouping information and site plan
- 3) Individual staff risk assessments
- 4) Home school agreement and behaviour policy
- 5) Cleaning schedule

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