

The Three Saints Academy Trust  
**GENERAL SCHOOLS RISK ASSESSMENT**



**NOTE:** Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below **MUST** be amended to reflect each school's specific controls on an ongoing basis.

**PART A. ASSESSMENT DETAILS:**

**Area/task/activity:** School opening arrangements during COVID-19 restrictions

**Location of activity:** St Mary and St Thomas CE Primary School, Barton Close, St Helens, WA102HS

<b>Team/School name: Address &amp; Contact details:</b>	St Mary and St Thomas Church of England Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Diane Neilson
<b>Executive Head Teacher (Name):</b>	Kirsty Tennyson	<b>Signature(s):</b>	Revisited <b>23/02/21</b> following latest guidance Will apply from <b>8<sup>th</sup> March 2021</b>
<b>Signature:</b>		<b>Date of Assessment:</b>	Dynamic review as new guidance is received minimal monthly.
<b>How communicated to staff:</b>	Online sharing with opportunity for questions. Staff received copy of Risk Assessment via email.	<b>Planned Review Date:</b>	To be discussed at staff meeting <b>Latest version shared 24/02/21</b>
		<b>Date communicated to staff:</b>	

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, H&amp;S and HR;</li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-and-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-and-childcare-and-childrens-social-care</a></li> <li>• Headteacher keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required;</li> <li>• RCO's guidance on pregnancy and Covid: <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational</a></li> </ul> <p>Latest guidance provided 04/02/2021</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/news/school-contingency-plans-to-be-implemented-as-cases-rise">https://www.gov.uk/government/news/school-contingency-plans-to-be-implemented-as-cases-rise</a></li> </ul> <p><b>Latest guidance published 22/02/21</b></p> <ul style="list-style-type: none"> <li>• <a href="#">early years and childcare providers</a></li> <li>• <a href="#">Schools Covid-19 operational guidance</a></li> <li>• <a href="#">Further education Covid-19 operational guidance</a></li> </ul>
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> <li>• Employees at work have a daily briefing prior to pupils arriving on site to clarify any changes in roles &amp; responsibilities for the day, impact on planned activities for pupils, essential employee tasks to be undertaken, etc. The daily briefing will be shared on the staff notice board in the hall.</li> <li>• All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns;</li> <li>• <b>From 08/02/21 staff are working in class bubbles with a normal timetable. Groups to be a maximum of 30 pupils (26 in nursery).</b></li> <li>• All new employees and students are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, injury or harm from accidents,	<ul style="list-style-type: none"> <li>The CEO, or other nominated senior personnel, contacts school daily to offer support and advice and to monitor the current working arrangements.</li> <li>Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from CEO/Trust.</li> <li>Current risk assessments are referenced for pupil activities/work tasks to be undertaken and a dynamic risk assessment will be completed to consider the impact on safety in event of reduced staffing levels and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead.</li> <li>The Headteacher or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.</li> <li>Testing kits have been distributed to all staff. All staff have received a copy of the Privacy Agreement and full instructions and have signed on receipt. Tests are carried out at home on Sunday and Wednesday evenings and results reported to <a href="mailto:smt.covid-testing@three-saints.org.uk">smt.covid-testing@three-saints.org.uk</a> the same evening. Testing is not mandatory but is encouraged. Regular visitors have also agreed to complete a test the day before they attend school. Pupils are not required to take regular tests.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>All employees, pupils and visitors are required to follow guidelines re handwashing upon arrival on site and use the hand sanitiser at point of entry.</li> <li>All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after break and after the toilet.</li> <li>Posters are displayed on <a href="#">general hand hygiene</a>;</li> <li>Poster on <a href="#">cleaning and disinfection guidance</a> is on display.</li> <li>Classroom cleaning guidance has been shared and discussed and procedures are in place.</li> <li>All classrooms and shared areas have been provided with a cleaning kit and informed where refills can be accessed.</li> <li>Pupils are reminded to avoid touching their faces with unwashed hands.</li> <li>Good respiratory hygiene by promoting the 'catch it, bin it, kill it' guidance to catch coughs and sneezes in tissues, throw them in the bin immediately and wash hands.</li> <li>Tissues are readily available in all areas being used.</li> </ul>

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Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public  * Unless they have a valid reason for exemption <b>Exemptions</b> Some individuals are exempt from wearing face coverings. This applies to those who:	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands.</li> <li>• Areas of the building that are in use are subject to frequent cleaning.</li> <li>• Employees have been instructed on cleaning and sanitising requirements.</li> <li>• All key areas and surfaces are cleaned regularly during and after use.</li> <li>• Enhanced cleaning arrangements including the cleaning of frequently touched surfaces often, using standard products such as detergents and bleach e.g. railings door and window handles, taps, desk/tabletops, sports equipment, teaching &amp; learning aids, computer equipment, telephones, toys and bathroom facilities, hand gel plunger etc.</li> <li>• Where necessary, PPE to be worn (see use of PPE)</li> <li>• Adults to wear face mask or shield when outside of their class bubble base, unless eating or drinking. <b>Face covering may be used in class bubble if desired.</b></li> <li>• Good housekeeping is always maintained.</li> <li>• Waste bins are emptied regularly, and the contents disposed of safely.</li> <li>• Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment.</li> <li>• If necessary, the Headteacher will arrange for a deep clean to be carried out.</li> </ul> <p><b>Note:</b> For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance <a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <ul style="list-style-type: none"> <li>• Guidance on Social Distancing <b>MUST</b> be adhered to at all times (this applies to pupils, staff, parents, visitors, contractors).</li> <li>• Adults to wear face mask* or shield when outside of their class bubble base, unless eating or drinking</li> <li>• DfE COVID-19 guidance on <u>implementing social distancing in educational settings</u> is <u>reviewed regularly</u>;</li> <li>• Parents/carers will not enter the school unless necessary and, if they do need to enter the school, they will wear a mask* and follow the strict handwashing and social distancing guidelines, only 1 person in school entrance at a time:</li> <li>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g., drop-off with employee meeting the pupil at the designated gate; school have liaised with the LA</li> </ul>

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	<p>-cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</p> <p>-speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</p> <p>-The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>		<p>highways department to enable a one-way pedestrian system in Barton Close during entry and exit times. <b>Parents have been reminded to adhere to drop off and pick up times in the letter sent out on 24/02/21.</b></p> <ul style="list-style-type: none"> <li>• Pupils and staff in bubbles to socially distance themselves from pupils and staff in other bubbles. <b>Staggered start and finish times to assist with this.</b></li> <li>• <b>Classrooms to be well ventilated</b> and outdoor classroom to be utilised whenever possible</li> <li>• Class minimum temperatures to adhere to 'Workplace Temperature Recommendations' - 16min (or 13min if you are engaging in active/physical work)</li> <li>• <b>Desks to be front facing in KS2 and table group sizes reduced in KS1. Small groups can be taught in a suitable table formation to allow teacher support e.g. SEND support</b></li> <li>• Children are taught in <b>class 'bubbles'</b>.</li> <li>• Tissues and bins to be available</li> <li>• Small children and children with complex needs to be helped to get this right.</li> <li>• 'Catch it, bin it, kill it' approach to be built into the school routines &amp; culture</li> <li>• Individual risk assessments to be in place for individual pupils where necessary.</li> <li>• Parents/carers are required to wear a face mask* when collecting, dropping off or attending on the school site (unless they can provide evidence of exemption).</li> </ul>
Employees, pupils and visitors displaying symptoms of the virus	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a> for advice on dealing with the situation.</li> <li>• <b>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</b></li> <li>• Anyone who develops coronavirus symptoms during the school day to be sent home and advised to follow <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• Anyone who develops coronavirus symptoms should arrange to have a test to see they have the virus <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. If a child does not take a test, they are to self-isolate at home for 10 days</li> </ul>

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			<ul style="list-style-type: none"> <li>• Other members of household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• See 'Caring for a child in school who is displaying symptoms of the virus'</li> <li>• Following guidance to be referred to:</li> <li>• <a href="https://www.gov.uk/guidance/hhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/hhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></li> <li>• Active engagement with NHS Test &amp; Trace</li> <li>• Instead of calling PHE health protection teams when there is a confirmed case, the education settings above are now asked to call the DfE's helpline on 0800 046 868 and select the option for advice following confirmation of a positive case. The line will be open Monday to Friday from 8.00am to 6.00pm, and 10.00am to 4.00pm on Saturdays and Sundays. Cheshire &amp; Merseyside local health reporting centre.</li> <li>• Where necessary PPE to be worn (see use of PPE)</li> <li>• See 'Managing a confirmed case of coronavirus amongst the school community'</li> <li>• Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves.</li> <li>• If a pupil displays symptoms, they will be placed in a separate room (Meeting Room) until they can be collected, whilst being mindful of individual pupils' needs.</li> <li>• Ideally, a window will be opened in the room for increased ventilation.</li> <li>• If it is not possible to isolate the pupil, e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others.</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else.</li> <li>• Any rooms accessed by the adult or child displaying symptoms should be cleaned.</li> <li>• If the child has a sibling in school, the sibling will be sent home too.</li> <li>• Any PPE worn while supervising the adult or child displaying symptoms to be disposed of safely using following guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>

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Caring for a child in school who is displaying symptoms of the virus	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on age and needs of child, with appropriate adult supervision if required. Ideally a window should be opened for ventilation.</li> <li>• In the event it is not possible to isolate them, they will be moved to an area which at least 2 metres away from others.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use the disabled bathroom (KS2). The bathroom must then be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2m social distancing cannot be maintained (see use of PPE)</li> <li>• Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. <b>School will offer a COVID testing kit for parents to use with children.</b></li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person tests positively or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. The following guidance should be followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• PPE is only needed in a small number of cases, including: <ul style="list-style-type: none"> <li>- Where an individual child becomes ill with coronavirus symptoms while in school, and only then if a 2m distance cannot be maintained</li> <li>- Where a child has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> <li>- Administering first aid to child who is displaying symptoms of the coronavirus</li> <li>- Cleaning up of bodily fluid</li> </ul> </li> <li>• Insufficient levels of PPE should be reported to the Headteacher.</li> <li>• Staff to have watched following video about putting on and removal of PPE <a href="https://youtu.be/_GncQ_ed-9w">https://youtu.be/_GncQ_ed-9w</a></li> <li>• Following wearing and disposing of PPE, hands should be washed for 20 seconds.</li> </ul>

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Reduced first aid provision	Employees, pupils, visitors, contractors, parents, members of the public	Untreated injuries	<ul style="list-style-type: none"> <li>• Staff to familiarise self with 2x PPE posters and have on display in their classroom</li> <li>• Following guidelines to be strictly followed:</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• Worn PPE to be disposed of in bin bag and placed in lidded bin.</li> <li>• Any PPE that needs to be disposed of following the cleaning of a potentially contaminated area, supervising a child or adult displays the virus symptoms or cleaning up of bodily fluid (i.e. areas touched by someone who displayed possible symptoms) should be double rather than single bagged and disposed of in the correct bin located in the disabled toilet.</li> </ul>
			<ul style="list-style-type: none"> <li>• Daily consideration is given to level of first aid provision on site.</li> <li>• First Aiders are aware of <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</a></li> <li>• Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>• <b>First aiders in majority of classes</b></li> <li>• <b>First Aiders will be available over lunchtimes</b></li> <li>• <b>First Aid to be issued in class by class First Aiders</b></li> <li>• <b>First Aiders to be available during playtimes and lunchtimes</b></li> <li>• Carbon copy of first aid note to be given to the child who will hand it to their parent</li> <li>• First aider to annotate slip in accident book with 'discussed with parent' and sign.</li> <li>• Parent not to sign book. First aider to enter accident onto Arbor and send text to parents.</li> <li>• Any changes to First Aid provision to be communicated via staff notice board</li> <li>• As a minimum an Appointed Person (JH/LB) will be delegated to take charge in an emergency.</li> <li>• In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111</li> </ul>



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Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> <li>include procedure for medical advice, or call the emergency services on 999 to request an ambulance.</li> <li>Employees aware of the fire and lock-down procedures e.g. the fire officer will address any concerns, e.g. areas of a building that may not have been checked; talk out the register and emergency grab bag; to call/liaise with the Police, to lead pupils to a 'safe area' depending upon the type of security threat/lock-down.</li> <li>All usual checks in place, e.g. daily checks to ensure all fire doors are kept unlocked and will be available in the event of an emergency.</li> <li>Social distancing rules between Key Stages will always apply unless there is an imminent risk to life.</li> <li>Classes to socially distance when meeting at assembly point. Classes to line up on first available assembly point.</li> <li>Class fire registers completed at each registration and used in event of evacuation.</li> </ul>
Reduced premises inspections, tests, servicing and maintenance	Employees, pupils, visitors, contractors, parents, members of the public	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> <li>Premises management inspections, testing and servicing of plant, equipment, etc. are kept up to date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> <li><u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting fire extinguishers etc.</li> <li><u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed, they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</li> <li><u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria.</li> <li><u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up to date.</li> <li><u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs of damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc.</li> </ul> </li> </ul>

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Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Records of all testing and checks will be kept.</li> <li>Records will also be kept of those areas that have <b>not</b> been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.</li> <li>Visitors to site are limited to essential persons only.</li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry.</li> <li>Contractors and visitors must obtain permission before attending the site.</li> <li>Contractors will wear appropriate PPE as determined by their employer; however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc.</li> <li>Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation.</li> <li>Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination.</li> </ul>
Social contact	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Maximise distancing wherever possible.</li> <li>Class bubbles to remain static and should remain separate from each other <b>inside</b> with most activities to take place in individual classrooms.</li> <li>Indoor contact between class bubbles to be avoided (including staff and pupils)</li> <li>Staff to maintain social distance from pupils and other staff as much as possible.</li> <li>Children not to touch staff or peers where possible.</li> <li>KS2 children to be encouraged to keep their distance within groups.</li> <li>Interaction in shared and social spaces between groups to be limited as much as possible.</li> <li>Siblings can be in different classes.</li> <li>Specialist staff and TAs can continue to be used to cover PPA and staff absence across different classes and year groups in order to facilitate the delivery of the school timetable, but these staff should try and keep their distance from other adults. These staff should ideally remain at the front of the classroom and away from colleagues as far as possible. These staff must minimise time spent within 1m of anyone (although this will not be possible when working with pupils who have</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

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Classroom organisation	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• complex needs or require close contact care – their needs should be met as normal).</li> <li>• No large gatherings such as collective worship.</li> <li>• Movement around school should be kept to a minimum (busy corridors, exits and entrances to be avoided)</li> <li>• Playtimes and lunchtimes to be staggered where possible.</li> <li>• Staff must not enter anyone else's classroom unless teaching/covering.</li> <li>• Children may be seated in small groups, to enable support e.g. KS1/SEND</li> <li>• Other desks should be forward facing wherever possible</li> <li>• Unnecessary furniture may be removed from the classroom and stored.</li> <li>• Classroom cleaning guidance to be followed at lunchtime</li> <li>• Classrooms should have open doors and windows to improve ventilation</li> <li>• <b>When the classroom temperature is too low, classroom doors can be shut for a short period of time, when the children are in the classroom, and then reopened to circulate fresh air during break and lunchtimes</b></li> <li>• No soft furnishings or soft toys</li> <li>• Classrooms to be left tidy at the end of the day, no rubbish/clutter on floor or tables, all personal resources tidied away into Individual Learning Packs.</li> <li>• Staff to wipe down tables and chairs at the end of the day</li> </ul>
Cleaning	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Following guidance to be adhered to: <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Staff to leave school by 5pm in order to allow for thorough cleaning to take place.</b></li> </ul> </li> <li>• Cleaning schedule to be in place.</li> <li>• Staff to clean tables after lunchtime.</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups.</li> <li>• Frequently touched surfaces to be cleaned regularly and more often than normal.</li> <li>• Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• Cleaners' hours to be extended if necessary.</li> <li>• Cleaning materials for the day will be made available to staff by the site manager for the day ahead.</li> <li>• Resources including spray bottle, tissues, disposable cloths, hand sanitiser, antibacterial wipes, black binbag (general bin).</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Cleaning of Hands	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Pupils and staff to wash hands for 20 seconds with soap and running water or hand sanitiser regularly including at the following times:               <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- On return from playtime &amp; lunchtime</li> <li>- When changing rooms</li> <li>- Before and after eating</li> <li>- After using the toilet</li> <li>- Before going home</li> <li>- After sneezing or coughing if hand rather than elbow has been used</li> <li>- After accessing intervention outside the classroom</li> <li>- Hands to be washed at other times as necessary.</li> <li>- After removing PPE</li> </ul> </li> <li>• Hand sanitiser to be available in all rooms without a sink.</li> <li>• Small children and pupils with 'complex needs' to be helped to clean hands properly.</li> <li>• Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>• Cleaning of hands to be built into the school routines &amp; culture</li> <li>• Hands to be dried on paper towels that are immediately disposed of.</li> <li>• Children to queue when handwashing</li> <li>• Children must be supervised by staff when washing their hands.</li> </ul>
Hand sanitiser	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Pupils to be supervised so that it is not ingested</li> <li>• Children may bring own hand sanitiser into school, but a yellow medical form must be completed, and it must be labelled with child's name and remain in school.</li> </ul>
Staff travelling to work	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff travelling with each other from different households to apply safety measures e.g. Face covering</li> <li>• Staff who travel to work using public transport to comply with all protective measures in place e.g. use of masks, travel off peak as far as possible. Sit 2m apart from other transport users.</li> <li>• All staff to wash hands on entering work.</li> </ul>
Wrap Around & Breakfast club (Hall)	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Wraparound provision, including breakfast club, will cease to operate during a National Lockdown when only KW/V groups are attending.</li> <li>• Children to enter and exit via the main entrance</li> <li>• Children to operate in consistent KeyStage bubbles</li> <li>• Hall to be cleaned before and after use.</li> <li>• Separate equipment per bubble and to be cleaned at the end of the week</li> <li>• Children to wash hands before entering and on leaving the Hall.</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>School to advise parents to limit the number of different wraparound providers the access, as far as possible and encourage parents to seek assurance that the providers are carefully considering their own protective measures and only use providers that can demonstrate this.</li> <li>Food to be prepared in the staff room and placed on Key Stage tables for children access</li> <li>Toast to be available as normal for pupils not accessing breakfast club.</li> <li>Wraparound provision available, on request, for families with two or more children whose start and finish times are more than <b>20minutes apart</b>. Parents/carers may drop off at the earlier time and collect at the later time.</li> </ul>
Intervention	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Frequent cleaning of rooms/ shared areas that are used by different groups.</li> <li>Intervention spaces set up in same way as classrooms – children mostly seated side by side and front facing (except KS1/SEND).</li> <li>Cleaning materials to be available in each intervention space.</li> </ul>
Staffroom	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Use to be minimised</li> <li>Limit use to own Key Stage staffroom.</li> <li>Wash hands on entry</li> <li>Face mask or shield to be worn unless eating or drinking</li> <li>Additional staffroom provided to enable KS1 and KS2 staff to remain in bubbles and support social distancing. Staff to sit 2m apart. Staff to refrain from entering another staffroom.</li> </ul>
PPA & staff absence	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Specialist staff and TAs can continue to be used to cover PPA and staff absence across different classes and year groups in order to facilitate the delivery of the school timetable, but these staff should try and keep their distance from other staff as much as they can and ideally 2m from other adults. These staff should ideally remain at the front of the classroom and away from colleagues wherever possible.</li> <li>TAs may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</li> </ul>
Arriving at and leaving school	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Barton Close to be a pedestrian zone from 8-10am and from 2-4pm (Agreed with L highways department). Barrier to be manned. Paths to be clearly marked to support social distancing.</li> <li>Member of staff from each class to receive families, take messages, accept short term medicine forms and ensure that social distancing guidelines are followed.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Staggered start and finish time to keep classes apart but with overall teaching time not being reduced, or length of day</li> <li>• Children to enter and exit by their classroom fire door where possible.</li> <li>• Parents/ carers to be informed about start and finish times and procedure for drop off and collection, <b>Letter sent out 24/02/21.</b></li> <li>• Parents/ carers to be reminded not to gather outside school gates</li> <li>• Children to be dropped off at designated point and parents to exit immediately</li> <li>• Late arrivals to go to the main entrance and collected by class TA</li> <li>• Parents asked not to linger and talk to each other or staff.</li> <li>• Children to be brought to school by one adult only.</li> <li>• Children encouraged to cycle or walk to school.</li> <li>• Y6 parents to be encouraged to drop off and collect children until further notice.</li> </ul>
Playtime & lunchtime	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Children and staff may bring lunchboxes into school</li> <li>• School meals to be collected from kitchen by class staff</li> <li>• Children can access outside space at playtime and lunchtime in their KS bubbles.</li> <li>• Pupils to dispose of own waste from snack and lunch times/ take home in lunch box</li> <li>• Children will continue to eat lunch in their classroom, including school meals</li> <li>• Reception children will eat in the school hall as they have not got enough tables in the classroom for children to eat.</li> <li>• Year 1 to eat in the school hall to enable time for staff to have their lunch</li> <li>• All lunchtime rubbish to be immediately disposed of in classroom bin and bin bag changed.</li> <li>• Trim trail can be used but must be cleaned more frequently.</li> <li>• Small play equipment not to be shared between classes – each class has their own football</li> </ul>
Use of bathrooms	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Children supervised at lunchtime and breaktime so that they don't linger at the toilets, and only allowed in 1 at a time.</li> <li>• 1 child in toilet at any one time if need to go in middle of teaching (to be discouraged).</li> <li>• TAs to supervise use of the toilets to ensure only 1 child in there at any one time.</li> <li>• Children to be supervised when washing their hands</li> <li>• Staff toilets – surfaces to be wiped down between use using antibacterial wipes (available from PPE storeroom).</li> </ul>
Movement around building	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Reduced movement around the building</li> <li>• Adults to wear face mask or shield when moving around the building</li> <li>• Classes to move around site using the outside of building as far as possible.</li> </ul>

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Parental communication	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Encourage parents/carers to communicate by telephone, text and email</li> <li>• Parents not to come onto site without prior appointment other than to drop off and collect; Member of staff on gate to take messages</li> <li>• Face to face meetings will only take place in exceptional circumstances. Where a face-to-face meeting does take place, the parent will be spoken to at the school entrance or outside classroom door and all participants in the meeting will wear a suitable face covering and maintain social distancing. The parent will be asked to clean hands with hand sanitiser prior to the meeting taking place. Any furniture sat at/ touched will be cleaned and disinfected immediately after use and before anyone else uses the space.</li> </ul>
Attendance	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• During a National Lockdown, attendance will be restricted to children of Key Workers and children who are Vulnerable. These groups will be decided following collaboration with parents and following government guidance. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957766/Restricting_attendance_during_the_national_lockdown-schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957766/Restricting_attendance_during_the_national_lockdown-schools.pdf</a></li> <li>• From Monday 8<sup>th</sup> March 2021, attendance is mandatory. This means from that point, the usual rules on school attendance will apply, including:             <ul style="list-style-type: none"> <li>- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age.</li> <li>- schools' responsibilities to record attendance and follow up absence</li> <li>- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> <li>- A home visit will only take place if where there are concerns about the child's welfare. Where home visits take place, staff will travel in separate vehicles and not go into the house. Staff will socially distance themselves from whoever answers the door.</li> </ul> </li> <li>• <b>School will</b> <ul style="list-style-type: none"> <li>- communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate throughout the summer ahead of the new school year</li> <li>- identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic</li> </ul> </li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>- include procedure for the task/activity where these are specified)</li> <li>- use the additional catch-up funding school will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance</li> <li>- work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance</li> </ul>
Clothing	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Pupils to wear full and correct school uniform.</li> <li>• Clothing does not need to be cleaned any more than normal or cleaned using different methods from normal.</li> <li>• Schools to be mindful of families who may be experiencing financial pressures.</li> </ul>
Educational Visits	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• No educational visits to take place in the Autumn term</li> <li>• <b>No educational visits to take place in the Spring term</b></li> </ul>
Residential	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• No residentials to take place this academic year (2020-21)</li> </ul>
BAME staff & pupils	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Parents of BAME students to be contacted and asked if they are satisfied with the school's arrangements.</li> <li>• Risk Assessment in place for BAME employees.</li> </ul>
ITT Students	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School will continue to host ITT students.</li> <li>• ITT students will receive full induction which will include coronavirus risk assessment/ protective measures</li> </ul>
Volunteers	Employees, pupils, , parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• No new volunteers during the Autumn term</li> <li>• No new volunteers during the Spring term – to be reviewed at Easter</li> </ul>
Removal of face coverings	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• The front of face coverings must not be touched when using or removing</li> <li>• Hands must be washed on entering school and again after removing face covering</li> <li>• Reusable face coverings must be placed in a plastic bag that can be taken home and should be washed daily.</li> <li>• Disposable face coverings must be placed in a covered bin</li> </ul>
SEND (EHCP or SEN Support)	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• <b>Any children attending who have an EHCP plan in place will be risk-assessed. All staff working with these children will receive the risk assessment. Parents will be informed of the risk assessment.</b></li> <li>• Support in adapting to routines using social stories</li> </ul>



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			<ul style="list-style-type: none"> <li>School will ensure that appropriate support is made available for pupils with SEND for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year group</li> <li>Any redeployments will not be at the expense of supporting pupils with SEND.</li> <li>Where support staff capacity is available, school will consider using this to support catch-up provision or targeted interventions.</li> <li>School will ensure that appropriate support is made available for pupils with SEND who are learning remotely, for example, 1:1 or small group work online with a teacher or TA in place of or additional to the main teaching; access to teaching from a different year group if more suitable; ability matched work packs that can be collected from school; at least weekly wellbeing calls.</li> </ul>
Supply teachers, sports coaches and visitors	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and other temp staff can move between school. They should minimise contact and maintain as much distance as possible from other staff.</li> <li>Specialist interventions can run as usual</li> <li>Physical distancing and hygiene to be explained to visitors upon arrival.</li> <li>Where visits can happen outside school, they should.</li> <li>A record should be kept of all visitors</li> </ul>
Individual and frequently used equipment	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Individual and frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared</li> <li>Classroom based resources e.g. learning resources, books and games can be used and shared <i>within the class bubble</i> but cleaned regularly</li> <li>Resources shared <i>between class bubbles</i> will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for 72 hours</li> </ul>
Items brought from home	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Items brought into school to be limited to: <ul style="list-style-type: none"> <li>Lunch boxes</li> <li>Coats</li> <li>Hats</li> <li>Books</li> <li>Book bag</li> <li>PE Kits</li> <li>Books (72-hour quarantining to be in place)</li> <li>Suntan lotion (as per policy)</li> <li>Hand sanitiser (named and with completed medical form)</li> <li>Mobile phones</li> </ul> </li> </ul>

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Track & Trace	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Unnecessary items should be avoided, especially if these do not contribute to pupil wellbeing, education and development.</li> <li>• Staff should minimise the number of items they take home from school to avoid possible cross contamination. Marking should be completed in school.</li> <li>• School to understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. <b>Cheshire and Merseyside HPT</b> <i>Public Health England North West</i> <i>Suite 3B</i> <i>3rd Floor</i> <i>Cunard Building</i> <i>Water Street</i> <i>Liverpool</i> <i>L3 1DS</i> <i>Email <a href="mailto:Candmhpu@phe.gov.uk">Candmhpu@phe.gov.uk</a>; <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a></i> <i>Telephone 0344 225 0562 (option 1)</i> <i>Out of hours advice 0151 434 4819</i></li> <li>• Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>- <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>- Use home testing kit provided by school</li> <li>- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>- <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>• School has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at</li> </ul>

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Managing a confirmed case	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <ul style="list-style-type: none"> <li>• School should ask parents and staff to inform them immediately of the results of a test:</li> <li>- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>- if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</li> <li>• School to take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</li> <li>• School to contact the local health protection team. <i>Telephone 0344 225 0562 (option 1), Out of hours advice 0151 434 4819.</i> This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The health protection team will work with school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> </ul> </li> </ul>

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Containing an outbreak of the virus	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. <i>School does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></li> <li>• A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and: <ul style="list-style-type: none"> <li>- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> </ul> </li> <li>• School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>• Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> <li>• If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or group. If school is implementing control, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> <li>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> <li>School to encourage parents, staff and pupils to walk or cycle to school if possible. For some families, driving children to school will also be an option.</li> <li>School to work with families who use public transport to ensure peak times are avoided.</li> <li>Families to be referred to <a href="#">safer travel guidance for passengers</a>.</li> <li>After parking car, walk down the pedestrian walkway to front of building, enter via the main entrance, sign in using badge, wash hands and go directly to class.</li> <li>On entry to the building, adults should wear a mask until they reach their class bubble space.</li> </ul>
Use of public transport	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	
Entering building	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	
Pupils who are shielding or self-isolating	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Most pupils will be able to return to school. You should note however that: <ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus.</li> <li>Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31<sup>st</sup> March. Anyone newly identified as part of this group will be notified.</li> </ul> </li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer the access to remote education. Schools should monitor engagement with this.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Pupils and families who are anxious about return to school	Pupils, parents	Well-being and mental health	<ul style="list-style-type: none"> <li>• All pupils must attend school from Monday 8<sup>th</sup> March 2021.</li> <li>• During a national lockdown, vulnerable pupils should be encouraged to attend, and school will liaise with social care where necessary to facilitate this.</li> <li>• School to bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</li> <li>• If parents of pupils with significant risk factors are concerned, school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</li> </ul>
Staff who are clinically vulnerable or extremely clinically vulnerable	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• As school is applying the full measures in the government guidance, the risks to all staff are mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>• <b>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus.</b></li> <li>• <b>Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31<sup>st</sup> March. Anyone newly identified as part of this group will be notified.</b></li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>
Staff who are pregnant	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a>.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</li> <li>If people with significant risk factors are concerned, school will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will as far as practically possible to be accommodating of additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>Recruitment will continue as usual.</li> <li>When recruiting, school will continue to adhere to the legal requirements regarding pre-appointment checks. (part 3 of the statutory guidance <a href="#">keeping children safe in education</a>).</li> <li>From the start of the autumn term checks will revert to being carried out in person</li> <li>Recruitment can be continued but face-to-face interviews should be avoided.</li> <li>As would usually be the case, staff need to be available to work in school during term time and therefore the booking of any holidays should take into account any time required to quarantine</li> </ul>
Recruitment	Employees, pupils	Inadequate staffing Staff appointed who are unsuitable	
Staff taking leave	Employees, pupils	Education not delivered by class teacher	
Employee isolation and reduced communication/ mental health & well being	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>Employees may need to work from home if they have been in contact with someone who has tested positive and told to self-isolate for 10 days.</li> <li>The SLT, will keep in regular contact with teachers, non-teaching staff and staff working from home to discuss tasks, monitor the working arrangements and offer support and advice where necessary.</li> <li>Class teachers will keep in regular contact with their teaching assistants working from home to discuss tasks, monitor the working arrangements and offer support and advice where necessary, in liaison with SLT.</li> <li>There is flexibility in working hours and the amount of work completed by employees working from home due to the current exceptional circumstances where employees may be looking after their own children at home or caring for other vulnerable family members.</li> <li>Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day;</li> <li>School leaders will continue to have regard for work-life balance and wellbeing.</li> <li>School will involve staff in the process of putting protective measures in place</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Safeguarding	Pupils	Pupils not effectively safeguarded against abuse	<ul style="list-style-type: none"> <li>Staff to be made aware of the support offered by the DFE <a href="#">extra mental health support for pupils and teachers</a> and <a href="#">Education Support Partnership</a> which is a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>Child Protection and Safeguarding Policy was revised in September 2020 and is on the trust website.</li> <li>Remote Learning Policy and updated Acceptable Useable Policy identify and mitigate against risks whilst working online. All parents of children who access remote learning are required to give consent.</li> </ul>
School kitchen	Pupils	Pupils do not have access to nutritious food	<ul style="list-style-type: none"> <li>The kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> <li>School kitchens will comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>
Homework	Pupils	Learning not consolidated/ extended	<ul style="list-style-type: none"> <li><b>Homework will resume from 8<sup>th</sup> March but will be delivered online.</b></li> <li>Reading books to be quarantined for 72 hours after returning from a child's house</li> <li>Book packs to be put together for pupils on Book Bands</li> <li>Homework to take the form of Purple Mash or other online learning and should be returned via email (photographs of tasks completed)</li> <li>Spelling words will be communicated in the child's reading record when it is updated weekly</li> <li><b>Arrangements will be made to support families who do not have access to the internet, including loan of Chrome Books, wireless routers and internet data packs (subject to availability) so that they can access Remote Learning and homework.</b></li> </ul>
Written feedback	Pupils	Pupils rate of progress hindered and develop misconceptions	<ul style="list-style-type: none"> <li>Staff to wash hands before and after marking pupils' books</li> </ul>
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> <li>Employees required to self-isolate will be required to work from home if well. SLT may determine work to be completed. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.</li> <li>Homeworkers can refresh their DSE knowledge if the feel this is necessary by contacting the Headteacher for information.</li> <li>Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort);</li> </ul>



**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Curriculum expectations	Pupils	Poor quality of education	<ul style="list-style-type: none"> <li>• Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken;</li> <li>• DSE 'exercises' should be undertaken to avoid static postures at the workstation;</li> <li>• Employees are required to watch:</li> <li>• The HSE video on <a href="#">temporary working at home – workstation setup</a>; and, if they continue to experience any issues:</li> <li>• the Posturite webinar – <a href="#">Working from home – quick fixes</a>; <b>Note:</b> Any queries arising from watching this webinar must be addressed to the Headteacher</li> <li>• Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members</li> <li>• Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home;</li> <li>• Education is not optional: all pupils to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</li> <li>• The curriculum to remain broad and ambitious: all pupils to be taught a wide range of subjects</li> <li>• Remote education, where needed, will be of high quality and align as closely as possible with in-school provision:</li> <li>• School to continue to build capability to educate pupils remotely, where this is needed.</li> <li>• DfE key expectations for revised curriculums to be met:</li> </ul> <p><b>1. Teach an ambitious and broad curriculum in all subjects from the start of the autumn term but make use of existing flexibilities to create time to cover the most important missed content.</b></p> <p>Prioritisation within subjects of the most important components for progression. Consideration to be given to how all subjects can contribute to the filling of gaps in core knowledge e.g. an emphasis on reading</p> <p><b>2. Aim to return to the school's normal curriculum in all subjects by summer term 2021.</b></p> <p>Substantial modification to the curriculum so teaching time is prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p> <p><b>3. Plan on the basis of the educational needs of pupils</b></p>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Music and Drama	Pupils	Potential spread of infectious disease	<p>Curriculum planning informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment</p> <p><b>4. Develop remote education so that it is integrated into school curriculum planning</b> Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of local lockdown. School will ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. Schools to consider if it is appropriate to suspend some subjects for some pupils in exceptional circumstances. In these cases, school will be able to demonstrate that this was in the best interests of these pupils and will discuss this with parents during the autumn term. School to have a coherent plan for returning to normal curriculum for all pupils by the summer term 2021. Relationships and health education (RHE) will be taught by at least the start of the summer term 202</p> <p><b>5. Specific points for early years foundation stage (EYFS) to key stage 3</b> For pupils in Reception Year, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phon knowledge and extending their vocabulary. School will follow updates to the <a href="#">EYFS disapplication guidance</a>. For pupils in key stages 1 and 2, school leaders will prioritise identified gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.</p>
			<p>Singing, wind and brass instrument playing can be undertaken in line with guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>. In addition, schools can continue to engage peripatetic teachers during this period, including staff from music education hubs, but they must adhere to school guidance.</p> <ul style="list-style-type: none"> <li>• Consider using a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</li> <li>• Children should use their own instrument and instruments should not be shared.</li> <li>• Bubbles should be taught separately and social distance maximised.</li> <li>• Pupils should be positioned back-to-back or side-to-side when playing or singing</li> <li>• Staff should try and keep their distance from pupils and other staff as much as the can, ideally 2 metres from other adults.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>Particular care should be taken in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</li> <li>Accompanying music should be reduced to avoid pupils shouting.</li> <li>Singing can take place in class bubbles in a well-ventilated classroom. All pupils should be forward facing.</li> <li>Microphones should be avoided, and where unavoidable should not be shared.</li> <li>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS <u>performing arts guidance</u>, implementing events in the lowest risk order as described. If planning an outdoor performance, they should also give particular consideration to the guidance on delivering <u>outdoor events</u>.</li> <li>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles</li> </ul>
PE	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>No contact sports</li> <li>Pupils kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups - scrupulous attention to cleaning and hygiene</li> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used with good ventilation where it is not.</li> <li>Distance between pupils should be maximised (at least 1m) and numbers in classes reduced (<b>currently maximum of 30 per class</b>)</li> <li>External facilities may be used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>School will refer to the following advice: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>advice will be taken from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so.</li> <li>Activities which encourage pupils to be active, while maintaining distancing will be made use of.</li> </ul>
Catch Up Funding	Pupils	Lost learning Gaps in learning	<ul style="list-style-type: none"> <li>Children were baseline assessed to identify delay and gaps in learning</li> <li>Long and medium term plans have been adapted to promote catch-up and fill gaps</li> <li>Catch-up premium is being used to support pupils (see catch-up premium plan)</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
PSHE	Pupils	Significant difference between attainment of pupils who have been in full time education and those who have not  Poor pupil mental health and well being	<ul style="list-style-type: none"> <li>● Confirmation of further and additional funding by government to extend the Catch up programme. Need to be identified by schools.</li> <li>● Minimum of 2 weekly PSHE lessons. PSHE to be taught as part of the remote learning offer during a National Lockdown.</li> <li>● Therapeutic interventions to re-commence from 8<sup>th</sup> March – protective measures in place, e.g. groups from same bubble, 1:1 Support, ventilated room</li> <li>● Staff to take part in relevant training</li> <li>● Careful deployment of Pastoral Team</li> <li>● Every pupil discussed during termly Pupil Progress Meetings</li> <li>● Liaison with external agencies e.g. school nurse</li> <li>● Liaison directly with parents when children are not coping well.</li> </ul>
Pupil Behaviour	Pupils	Behaviour and attitude to learning poor	<ul style="list-style-type: none"> <li>● Addendum to Relationships &amp; Behaviour Policy drafted and shared with staff, pupils and parents.</li> <li>● Current rules and sanctions will be taught proactively to the children and rigorously reinforced every day by all staff. Sanctions will be put in place for any pupils who do not adhere to social distancing measures – this will include phoning their parents to ask them to reiterate the importance of social distancing. If children repeatedly do not follow social distancing rules, even after sanctions have been put in place and parents spoken with, they may have to remain at home and not attend school; this will be particularly stringent during a National Lockdown.</li> <li>● A sanction will not be missing outdoor play. Any shadowing outdoors will still be socially distanced. Children missing ‘play’ due to sanction, but outdoors should stand with an adult at a safe distance.</li> <li>● Staff to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</li> </ul>
Local Lockdown	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>● If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</li> </ul>
Contingency plans for outbreak	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>● For individuals or groups of self-isolating pupils, remote education will take place. The education will meet the DFE key expectations (see section on <a href="#">remote education support</a>).</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Remote education	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. School will have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</li> <li>• Where a class, group or small number of pupils need to self-isolate, or there is a national or local lockdown requiring pupils to remain at home, school will offer immediate remote education.</li> <li>• <b>There is a comprehensive remote learning offer in place which closely mirrors the curriculum being taught in school. This will be applied should a class/bubble need to isolate, and parents will be supported to enable children to access.</b></li> <li>• The remote offer will:             <ul style="list-style-type: none"> <li>- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations</li> <li>- give access to high quality remote education resources</li> <li>- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in the use</li> <li>- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</li> <li>- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.</li> </ul> </li> <li>• When teaching pupils remotely, school will:             <ul style="list-style-type: none"> <li>- Provide face to face taught lessons via the online learning platform 'Teams'</li> <li>- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</li> <li>- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</li> <li>- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos</li> <li>- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</li> </ul> </li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</li> <li>- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</li> <li>• School will consider the above expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support.</li> <li>• School will avoid long-term projects or internet research activities.</li> <li>• School will follow DFE direction.</li> <li>• <b>From Monday 8<sup>th</sup> March, 2 members of staff in the office at any one time.</b></li> <li>• In a National Lockdown situation this will be reduced to 1 person, with the other working from home.</li> <li>• Staff to remain at least 1m apart and not facing each other</li> <li>• Other members of staff not to enter the office</li> <li>• Staff to wipe down photocopier between each use. Antibacterial wipes are available from the PPE storeroom.</li> <li>• Site Manager to report on quantities of PPE &amp; cleaning products each week to Business Manager</li> <li>• Supplies to be ordered more regularly and in larger quantities as necessary.</li> <li>• If the school runs out of supplies, supplies to be borrowed from another school in Trust</li> <li>• If supplies run out and more cannot be acquired immediately, school to close.</li> <li>• IT Support Worker to repair IT related issues remotely where possible.</li> <li>• If it's necessary for IT Support Worker to enter a classroom to repair IT related issues SW should wear a face mask or shield; where possible, this must only happen once that class have left the room. Anything that will be touched must be disinfected/ sanitised before and after repairing the issue.</li> <li>• IT equipment must be cleaned using anti-bac wipes between users.</li> <li>• iPads to be cleaned daily and in between use by different classes.</li> </ul>
Office	Employees	Potential spread of infectious disease	
Reprographics room	Employees, contractors	Potential spread of infectious disease	
Running out of PPE	Employees, pupils, contractors	Potential spread of infectious disease	
IT	Employees, pupils, contractors	Potential spread of infectious disease	

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in ..... (Name of school)

Signed:

Name:

Risk Assessor:

**PART C: ACTION PLAN Further action / controls required**

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed