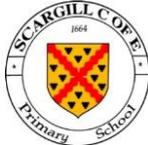


Scargill Primary School – COVID-19 Primary School Full Opening March 2021

Activity being assessed:	Safe return to school	Location(s) affected:	Whole school	
Person(s) completing assessment:	M Hetherington (MH) S Hallsworth (SH)	Date original assessment completed:	2/3/21	
Date of review:	1/4/21	Review completed by:	MH and SH	
Terminology	PH-Phil Hunt KC- Kay Chisholm JC- Julie Clutterbuck SFAIRP – So far as is reasonably possible SLT – Senior Leadership Team Reopening Induction- essential staff training to comprehensively brief staff (1 st September)			

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools coronavirus operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Re-opening after a lengthy closure.	Pupils, staff, visitors, and the public by unsafe equipment, systems, and premises	<p>Servicing of equipment to be completed in accordance with manufacturers requirements.</p> <p>Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</p> <p>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment.</p> <p>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air</p>	<p>Staff should be reminded of enhanced cleaning routines on return and advised to maintain stringent hygiene measures such as handwashing throughout the school day.</p> <p>Staff are not expected to carry out significant cleaning duties throughout the day with the exception of spraying and general wiping down to help keep everyone as safe as possible.</p>	PH – ongoing and according to prescribed schedule	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>conditioning units which serve one room only pose minimal risk and can be used as required.</p> <p><u>Managing school premises guidance</u></p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use.</p> <p>Update key holder information.</p>		<p>Premises team according to cleaning schedule- Daily</p> <p>DCC Catering staff by 8/3/21</p>	
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the public becoming infected with	Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual	<p>Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and posted school website.</p> <p>Pupils to be isolated in mini meeting room until collected.</p>	MH/SH by 5/3/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	COVID-19:	<p>continues to have symptoms, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</p> <p>If a staff member or pupil has a positive COVID-19 test the school must contact the DfE helpline immediately who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p> <p>Any person arriving at school exhibiting symptoms will be required to return</p>	<p>Communicate information regarding how to obtain a COVID-19 test.</p> <p>Schools will inform parents/carers and staff when there is a positive case confirmed in school. A template letter will be provided by Public Health / DfE.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>home and obtain a COVID-19 test immediately. If an individual has symptoms, undertakes a COVID-19 test and this is negative they should continue to stay at home until they have recovered from their illness until they can safely return.</p> <p><u>Early years</u></p> <p>All visits to the school are restricted and limited to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> - new admissions, - settling-in children new to the setting - attending organised performances 			
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see governme	Staff and pupil information revisited to determine individuals that are clinically vulnerable/ clinically extremely vulnerable.	Seek medical advice where needed. Revisit and update individual risk assessments immediately on return	Relevant staff before 8/3/21 SH/MH by 12/3/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<p>nt list are likely to experience worse symptoms and additional health issues if contract COVID-19</p>	<p>Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupil's health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>If staff/pupils already have an individual risk assessment in place, this should be revisited to ensure it is still up to date and consider whether additional measures are required, e.g. the wider use of face coverings, temporary redeployment to another role etc.</p> <p>Staff and pupils who are clinically extremely</p>	<p>to school. Complete individual discussions with staff.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<p>SH/MH by 12/3/21</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>vulnerable or have underlying health conditions must continue to shield in line with government advice.</p> <p>Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Bubbles must be established to ensure that pupils do not mix with the whole school population. These will be the same bubbles as the autumn term.</p>			
Congestion when accessing or leaving school grounds/controlling mixing of bubbles.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Start and finish times for Bubbles staggered to reduce congestion. Different entrances and exits used where possible.</p> <p>Families instructed to only send one adult per family group to drop off and collect pupils to reduce</p>	<p>Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils. System to be in place to manage pupils who arrive late or are not collected on time.</p> <p>*This may have to be adjusted if</p>	SH/MH by 5/3/21. Plan issued to staff, parents and governors. Posted on the school website.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person. Bubbles given clear information about gates/times for drop off and collection.</p> <p>Parents and children to remain distant on the playground to avoid mixing bubbles.</p> <p>Parents to be instructed to drop off and leave as quickly as possible.</p> <p>For collection, parents to wait on playground at designated areas and staff to bring out pupils to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Parents should be</p>	heavy rain on arrival		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>instructed to wear face coverings when on the school site.</p> <p>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways. Staff should be advised that they are able to wear a face covering in communal areas and within the school grounds if they wish to.</p>			
Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes	Pupils, staff, visitors, and the public becoming infected with COVID-19:	Staff to receive their designated bubble into the building via their designated entry/exit point in a controlled manner. Staff to supervise the departure of their bubble in a controlled manner directly from their designated entry/exit point to be		SH/MH by 5/3/21. Plan issued to staff, parents and governors. Posted on the school website.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		reunited with their parents/carers for collection at the end of the day. Minimal movement of pupils around the school building. Social distancing signage and floor markings displayed.			
Ineffective personal hygiene measures	Pupils, staff, visitors, and the public becoming infected with COVID-19:	Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning. All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school. Following use of toilet facilities hands must be washed with liquid soap and warm water. Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play	<p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser and</p>	<p>PH/Premises team from 5/3/21</p> <p>Admin team by 8/3/21</p> <p>Admin team by 8/3/21</p> <p>PH/Premises</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>hands must be washed with liquid soap and warm water or hand sanitiser. Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. Posters are displayed by sinks to show how to effectively wash hands. Catch it, kill it, Bin it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Where pupils are to use hand sanitiser this should be done under adult supervision.</p>	<p>soap is available at all times.</p>	<p>team from 5/3/21</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Non-essential items not to be brought into school by pupils or staff.</p>			
Possible contamination in reception areas and office	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Parents are not currently allowed into reception area without an appointment.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through reception maintaining appropriate social</p>	<p>All communication between visitors and office staff is through glass screen.</p> <p>Meetings with parents only to take place remotely</p> <p>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between "shifts"</p>	<p>All staff to be reminded 5/3/21.</p> <p>Staff - ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>distancing. Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway. Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser. Hand sanitiser to be made available at visitors signing in area. If teaching and support staff need resources printed in the office this should be managed by the office staff and collected from designated point.</p>			
Possible contamination within classroom/teaching	Pupils, staff, visitors, and the public becoming	Classrooms with external door direct to the outside to be used where possible. Table and chair layout		All staff-ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
and learning spaces	infected with COVID-19:	<p>within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is practicable.</p> <p>Staff are to maintain social distancing from other members of staff and pupils where possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Where appropriate, pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be</p>	<p>Staffroom should only be used by staff when a safe distance can be maintained. Staff should use an alternative space if the staffroom is too crowded.</p> <p>Pupils to be reminded on return in March of any seating arrangements and one-way systems in operation.</p> <p>Staff to be reminded to maintain social distancing at all times including when using communal areas such as the staff room.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>limited to what is essential for use of a daily basis and planned in advance. Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>School will seek to achieve both ventilation and thermal comfort – by opening windows and doors (where fire regulations permit it), keeping heating on and taking any other steps to ensure the constant flow of fresh air throughout the building.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the</p>	<p>The class teacher and any support staff will be responsible for the cleaning of equipment and resources used in each bubble</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>classroom.</p> <p>Where possible, staff will be kept within one bubble and action will be taken to minimise staff movement between bubbles.</p>			
Possible contamination from use of toilet/welfare facilities	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Staff to access welfare facilities maintaining appropriate social distancing and ensure all touch points are cleaned down before and after use.</p> <p>Bubbles should be designated a specific toilet for use where possible to ensure the risk of cross contamination is reduced and to avoid overcrowding. Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be</p>	<p>Ensure that there are sufficient stocks of soap available</p>	<p>Premises team led by PH</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>			
Possible contamination from inadequate social distancing or cross	Pupils, staff, visitors, and the public becoming	Break times staggered with staff and pupils allocated specific break times and areas to be accessed "within Bubbles".	Bubble staff are responsible for the cleaning of equipment and resources used in each bubble	PH to ensure outside play equipment is cleaned frequently.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
contamination of equipment at Break times or during external learning activities	infected with COVID-19:	<p>Fixed external play equipment to be frequently cleaned or only used by one bubble at a time, allowing 72 hours between use by different bubbles to reduce risk of cross contamination. Only hard equipment that can be sanitised prior and after use to be available to pupils.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Staffing ratios assessed and determined in "Bubbles"—</p> <p>If pupils are eating, hands to be washed (see handwashing).</p> <p>After external activities – staff and pupils to wash hands (see handwashing).</p>		Staff in bubbles to access to adequate cleaning materials.	
Possible contamination from inadequate social distancing	Pupils, staff, visitors, and the	Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.		Adequate cleaning materials available in	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
or cross contamination of equipment at lunchtime	public becoming infected with COVID-19:	<p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>It is advised pupils eat within classrooms where possible to reduce the amount of circulation around the school.</p> <p>All tables to be wiped down before and after eating.</p> <p>Pupils supervised to lunch areas, one "Bubble" group at a time.</p> <p>No self-service food facilities available including salad bars.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already</p>	<p>Catering team to review risk assessments</p> <p>SLT to discuss with catering team how break and lunch periods will be managed</p>	<p>each room. Additional midday hours allocated to cover the longer lunch session. Hoovers made available to staff.</p> <p>SLT to receive a copy of Risk assessment from DCC catering.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		be in place.			
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the public becoming infected with COVID-19:	No full school assemblies to take place to reduce mixing of bubbles. Consider virtual assemblies.			
Possible contamination during activities where higher levels of aerosols are produced. (Singing, music including wind and brass instruments, and Physical education)	Pupils, staff, visitors, and general public becoming infected with COVID-19:	Where possible activities should take place outside with social distancing measures in place. Where activities must take place inside: <ul style="list-style-type: none"> • social distancing must be maintained. • Numbers of persons must be limited to allow for social distancing and the size of the room being used. • Ventilation of the room must be maintained by both mechanical and 	If fire doors are to be kept open,	All staff - ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>natural ventilation. When occupied windows open enough for background ventilation, when not occupied (during the school day) windows opened fully. Internal and external doors can also be opened for extra ventilation.</p> <ul style="list-style-type: none"> • Hand washing regime must take place before lesson starts and once lesson ends. <p>Music, singing and instruments:</p> <ul style="list-style-type: none"> • Only to take place within small groups, ideally within bubbles. • Pupils sit back to back or side to side to avoid face to face contact. • Cleaning of 	<p>this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>equipment is completed before and after use.</p> <ul style="list-style-type: none"> • No sharing of equipment occurs. <p>Physical education:</p> <ul style="list-style-type: none"> • Carried out within bubbles. • Fixed and loose PE equipment is cleaned in between bubble uses. • Activities are planned accordingly to space available and number of pupils in class bubble. • Contact sports are avoided as per guidance. 			
Insufficient access to first aid	Pupils, staff, visitors, and the public may sustain greater injury	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any</p>	<p>Review first aid risk assessment – with nursery, reception, and yr. 1 pupils in school there must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)</p>	MH/SHfrom 8/3/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	through inadequate support and treatment	doubt a first aider will be called to assess. All first aid must be administered using PPE All incidents of first aid must be recorded with HT or member of SLT reviewing. Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.			
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the public becoming infected with COVID-19:	Standard universal hygiene measures should always be followed in line with first aid training. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government	PPE must be worn if supporting a child who is symptomatic and for all first aid.	MH/SH to ensure adequate supply.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>Guidance. Staff administering first aid to any other adult, additional PPE mask should be worn if social distancing cannot be maintained. (see contaminated waste)</p>			
Inadequate management of essential pupil medication	Pupils health may suffer if not managed	<p>Robust medication management procedures within school. Essential medication will be managed within "Bubble" by key member of staff following the school's standard procedures or by the admin team. Where there is specific training required for essential medication, where possible a trained member of staff will be within "Bubble", if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</p>	Review IHCP for pupils with ongoing medical needs – it may be necessary to update responses i.e. for seizures face masks and visors/goggles as a standard precaution.	JC/KC-by 8/3/21	
Possible contamination	Pupils, staff,	Symptomatic person should not be on site – see first	Communicate information regarding how to obtain a	SH/MH from 8/3/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>need to go home unless the symptomatic person tests positive, the staff member gets symptoms, or they are contacted by NHS Test and trace for PHE local health protection team.</p> <p>Government guidance will then be followed</p>			
Insufficient or inappropriate PPE available or misuse of PPE	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required. Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff are encouraged to wear face shields when working with children for general teaching. If 2m distance cannot be achieved, it is strongly recommended.</p>	<p>Watch WHO video for masks if desired</p> <p>Watch NHS video for handwashing if desired</p>	Staff- if desired	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Inadequate management of circulation areas	Pupils, staff, visitors, and the public becoming infected with COVID-19	The movement of staff and pupils around the school to be planned with specific toilets being allocated to each bubble where possible and pupils using external doors to playground where available to reduce the amount of persons moving around the building. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.	Movement around the school is minimal. Staggered break times are in place. Movement is on the left of the corridor. Doors to be wedged open if possible.	PH to wedge doors each morning.	
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA	Pupils, staff, visitors, and the public becoming infected with COVID-19	Appropriate Social distancing must always be observed. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moved to promote social distancing.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
rooms etc.		<p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide</p>	<p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increased ventilation.</p> <p>Staff are advised that they may wear a face covering when moving around the school site if they wish to.</p>	<p>Information on the correct wearing of face coverings to be provided to staff:</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>		
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the public becoming infected with COVID-19	<p>Cleaning regimes to be reviewed. It is highly likely Cleaning of toilets, washrooms and touch points will require more frequent cleaning i.e. after break and lunchtimes.</p> <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</p> <p>Standard cleaning regimes have been adapted and</p>	<p>Staff to have easy access to cleaning products. PH to monitor the need for further cleaning rounds.</p>	PH daily.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes. Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task. Cleaning regimes have been developed so that cleaning staff are always able to maintain appropriate social distance between colleagues, other school staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be</p>	<p>Ensure cleaning staff have information fully communicated to them with training as required – as during reopening induction in September</p>	<p>SH/MH from 8/3/21</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>cleaned when no staff or pupils within area. Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along. Areas not in use are closed and locked off so cleaning can be concentrated where required. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use. Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.). All internal bins will be</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		emptied daily to external secure bins. In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.			
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the public becoming infected with COVID-19	Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.	Outside of bin shed	Premises team-ongoing	
Use of third-party facilities	Pupils, staff, visitors, and the	Overnight and overseas will not take place. Educational visits are not advised to take place at this			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	public becoming infected with COVID-19	time.			
Inadequate social distancing and contaminated surfaces on public transport	Pupils, staff, visitors, and the public becoming infected with COVID-19	Where staff and pupils access school by public transport they must always wear a face covering. On exiting public transport face mask should be carefully doffed to avoid contamination into a sealed plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort.		All staff	
Behaviour and wellbeing of Pupils	Pupils and staff may be affected by physical, mental, and	Review of current risk assessments that individual pupils may have. Consider risk assessments for other pupils who may not previously have been risk assessed in view of	Review of behaviour policies to ensure COVID- 19 related incidents are covered Consider PPE needs as part of risk assessments as appropriate. If LBP not in school, Head of School or Exec Head available	JC/SH by 3/4/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	emotional injury/distress	current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. LBP available in school.			
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately	DSL in school and available at all times	MH/JC/SH/TR from 8/3/21	
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and	Staff may experience higher levels of stress and anxiety Potential increase in	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been	Review procedures and support available to staff Display Mental Health Week Poster and where to access support Make offer to conduct individual risk	SH SH /MH	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
concern about contracting COVID-19	incidents of Domestic violence	shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	assessments for vulnerable staff and review risk assessments previously conducted.	From 8/3/21	
Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious) Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.	Communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs	SH and MH	
Signature of Senior Leadership Team:			Date:		
Date review required:	Date review required:	Date review required:	Date review		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
					required:

<i>Consultation method</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>RA and Reopening Plan shared with DDAT</i>	<i>DDAT</i>	<i>3/3/21</i>			
<i>RA and Reopening Plan submitted to LGB</i>	<i>Governors</i>	<i>3/3/21</i>			
<i>Letter about return to school arrangements, RA and Reopening Plan provided to parents/carers</i>	<i>Parents/Carers</i>	<i>4/3/21</i>			
<i>RA and Reopening Plan provided to staff</i>	<i>Staff</i>	<i>3/3/21</i>			

