

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Braodfield Primary School	Assessment by: D Brown	Date: 5.1.21
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic	Approved by: P Stennett	Date: 5.1.21
	To be approved by Chair of Gobs on 28.1.21	

Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to-date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.

Other helpful guidance documents for schools:

- **Guidance for full opening: schools** – Available [here](#) and to be referenced throughout the risk assessment.
- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- a loss of, or change in, your normal sense of taste or smell (anosmia)

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<p>Vulnerable school staff</p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>Vulnerable staff may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents. - All current guidance is in place and has been since 10.6.20 when school re-opened. Staff have maintained social distancing throughout Summer Term and shielding staff have been working from home. HT has been in regular contact with all shielding staff.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace. HT has spoken to all shielding staff regarding return in September.</p> <p>Reviewed for lockdown 5.1.21 – shielding staff to work from home.</p> <p>Headteacher continue to liaise with BAME staff to ascertain concerns and identify appropriate measures for these staff (PPE is available if required).</p>	<p>HT will undertake return to work & individually risk assessments with those who have been shielding on 1st Sept.</p> <p>SBM to contact personnel for sample letter to send to shielding staff before 17th July</p> <p>Meeting room now being used as learning area – Library / conservatory & staff room are staff areas.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available</p> <p>Update equality statement to capture coronavirus risks to BAME community. BAME staff offered individual RAs – staff declined as felt safe in school. HT reviewed 16.11.20 and will conduct RA with all BAME staff due to number of positive tests (staff</p>	<p>Headteacher</p> <p>SBM</p> <p>SBM</p> <p>Headteacher</p> <p>SBM</p>	<p>1.9.20</p> <p>1.9.20</p> <p>17.7.20</p> <p>Ongoing</p> <p>1.9.20</p>	<p>1.9.20 Reviewed 5.1.21</p> <p>1.9.20 Reviewed 5.1.21</p> <p>17.7.20 Reviewed 5.1.21</p> <p>Ongoing</p> <p>1.9.20</p>

					<p>New RA undertaken with all BAME staff Jan 21 – advised not to undertake first aid duties where cannot social distance.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance here. All staff are aware due to regular staff meetings.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>	<p>& pupils)</p> <p>Clear advice will be provided to all staff on 1st Sept INSET day as a reminder. Staff meeting on 6.1.21 for reminder</p> <p>Reminders to staff at regular staff meetings & unit meetings</p>	<p>Headteacher / SBM</p> <p>SMT</p>	<p>1.9.20 & ongoing</p> <p>Ongoing</p>	<p>1.9.20 & 5.1.21</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils who will remain on the shielded patient list can also return to school, but will</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>HT will contact parents of</p>	<p>Headteacher</p>	<p>17.7.20 &</p>	<p>Ongoing</p>

				<p>maintain social distancing as much as possible in the school. – Identified all shielding pupils by 10.6.20 New guidance Jan 21 – shielding pupils remaining at home</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow the latest Government guidelines on www.gov.uk</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <p>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.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 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 10-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</p>	<p>those shielding – by end of Week. 17.7.20 – discuss possible phased return</p> <p>Find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>Quarantine room will be SBM office in Sept – well ventilated & can practice social distancing whilst supervising the child – can use a staff toilet which will be closed until cleaned. If another child needs to go home at the same time the reception area will be used and Reception closed to staff & visitors until cleaning can take place after child has gone home.</p> <p>Staff to be advised of procedures on INSET day</p> <p>PPE stocks to be maintained</p>	<p>SBM</p> <p>HT / SBM</p> <p>SBM</p>	<p>Ongoing discussions in Sept & Jan 21</p> <p>1.9.20 & ongoing</p> <p>1.9.20</p> <p>ongoing</p>	<p>from Sept & Jan 21</p> <p>1.9.20 – Reviewed Jan 21 and kept same room</p> <p>1.9.20</p> <p>ongoing</p>
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self-isolating for the full 14 days.

Siblings will remain in school if they do not have symptoms until test results come back. See guidance for full procedures.

If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else. Reviewed placement of the quarantine room for September.

PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found [here](#).

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms

					<p>themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member tests positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 14 days. DB will liaise with PHE on a case by case basis. All +ve test results to be reported to Headteacher.</p>				
<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms (Woodlands, Ash & Oak) and other learning environments.</p> <p>Hand sanitiser only used where sinks are not available. Sanitiser dispensers are located around the school for staff and visitors to use.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p>	<p>Ensure all sinks have necessary stock & restock as required. <i>Reviewed Jan 21 – procedures working well</i></p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure Sanitiser in Hall / Oak /Ash / Woodlands</p>	<p>Site Manager / Cleaners</p> <p>SBM / Site Manager</p> <p>Class teachers</p>	<p>Ongoing</p> <p>1.9.20</p> <p>1.9.20</p>	<p>Ongoing</p> <p>1.9.20 (ongoing)</p> <p>1.9.20 & Ongoing</p>

				<p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. 	<p>Ensure all attending understand how to wash hands correctly – refresh guidance found here</p> <p>Visitor guidance leaflet to be produced</p>	SBM	1.9.20	1.9.20 & Ongoing
				<p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. This has been working well in the Summer Term – all staff have built into their routines.</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently.</p> <p>Hand washing guidance found here circulated amongst all staff / pupils. Posters up around school.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p>	<p>Reminder to all staff & pupils are aware of procedures – INSET day & 1st day of term for pupils – outline expectations. Reminders to staff 5.1.21 & pupils 11.1.21</p>	HT / Teachers	1.9.20	2.9.20 & 5.1.21
				<p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of</p>	<p>Continue with increased cleaning regime for toilets / bins etc</p>	Cleaning staff	Ongoing	Ongoing

					<p>clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Continue to remind staff & Pupils – Also posters around school Reviewed Jan 21 – reminders to pupils in school</p> <p>Hand-dryers in operation from 19.10.20 follow NAHT advice from HSE</p>	SBM / All staff	Ongoing	Ongoing
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>One cleaner has been on site all day since 10.6.20. This will continue until further notice – following consultation with cleaners one cleaner is sufficient in addition to the usual morning & evening cleaners. Reviewed Jan 21 – continue with sanitation cleaning due to numbers of pupils and staff in school.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p>	<p>Finalise cleaning rota for Sept. Meet Lunchtime staff regarding expectations for cleaning hall tables.</p> <p>Offer some cleaning hours to lunchtime staff.</p> <p>Meet cleaners & site manager to remind importance of frequent cleaning & continue with checklists.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>Wipes continue to be provided in classrooms & Cleaner will be on site all day for regular cleaning of highly used areas</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p> <p>Site Manager</p> <p>Site Manager</p>	<p>1.9.20</p> <p>17.7.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>Ongoing</p>	<p>1.9.20</p> <p>17.7.20 – not taken up 1.9.20 Reviewed Jan 21</p> <p>1.9.20 & ongoing</p> <p>Ongoing</p>

				<p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> – door handles – door plates – bannisters – desks – chairs – taps and sinks – telephones – keyboards – light switches – electronic entry systems – vending machines – toys <p>Water fountains remain out of use.</p> <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible.</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<p>New SMC cleaner in place from Monday 19th October for am sanitisation session – off work sick Jan 21 – Hours taken up by evening cleaner 11.1.21</p> <p>Check if more lidded bins required in preparation for more classrooms being used</p> <p>Remind staff on INSET day</p> <p>Remind staff on INSET day Ventilation RA added from Green Ash 7.11.20 – remind staff via conference.</p> <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue. Advise staff on INSET day</p>	<p>SBM</p> <p>SBM</p> <p>SBM to purchase if required</p> <p>HT / SBM</p> <p>HT/ SBM</p> <p>SBM</p> <p>HT / SBM</p>	<p>1.9.20</p> <p>19.10.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>Ongoing</p> <p>1.9.20</p>	<p>1.9.20</p> <p>19.10.20 Reviewed 5.1.21</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20 & 7.11.20 & 6.1.21</p> <p>ongoing reviewed 5.1.21 – doors to be kept open UFN</p>
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					NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet – Jan 21 Review – staff to monitor toilets – no more than 2 pupils at a time.				ongoing
Social Distancing Inappropriate pupil / staff mixing and movement around school premises	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	5	15	<p>Traffic and Circulation Routes Classrooms accessed directly from outside where this is workable. (Nursery / Reception, Larch, Beech)</p> <p>Staggered start for first 3 days & then review</p> <p>Reviewed Jan 21 due to lockdown – approx. 60 pupils in school starting 8.30am (KW) others 9.00am – finishing 12.00 (EYFS, 1.00pm or 3.00pm (KW)</p> <p>Headteacher & members of SLT will be on duty at start and end of day during the first weeks to remind parents and pupils of social distancing and encourage parents to leave site as soon as possible.</p> <p>Cloakroom areas separated for classes – Y6 & Willow class to have coats on chairs as not enough cloakroom space.</p> <p>If applicable passenger lift numbers limited where possible (N/A)</p> <p>Keep one way system for KS1 & Nursery entrances. Markings are already on the playground.</p> <p>Classrooms Classes will be cohorting (bubbles)</p>	<p>Remind staff and advise pupils of expectations.</p> <p>Staggered start & finish reviewed & continued UFN</p> <p>Reviewed arrangements for KS1, Maple, Woods, Oak classes – slight amendments made to where pupils wait.</p> <p>Reviewed 1.12.20 – Elm, SYC & Ash class home-times amended slightly to prevent overcrowding inside & on car park.</p> <p>Staff to wear masks on playground implemented.</p> <p>Jan 21 – Staff to wear masks in corridors</p> <p>Keep 2m markings and 'Keep</p>	<p>HT & classroom staff</p> <p>HT/ Deputy / SBM</p> <p>All staff</p> <p>All Staff</p> <p>Site manager</p>	<p>1.9.20</p> <p>Ongoing</p> <p>2.9.20 & ongoing</p> <p>11.1.21</p> <p>1.9.20 &</p>	<p>1.9.20</p> <p>4.9.20 & ongoing Reviewed 5.1.21</p> <p>Ongoing</p> <p>11.1.21 & ongoing</p>

				<p>(maintaining the same groups together in classrooms). Advised staff on 17.7.20</p> <p>Added visitor list for each classroom Nov 20</p> <p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.</p> <p>School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Staff will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Staff advised in staff meeting 17.7.20 – reminded at staff meeting 6.1.21</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p>Reviewed Jan 21 for new lockdown – bubbles of approx. 10 pupils in classes – socially distance within bubble at all times – including outdoors.</p> <p><u>Breaks and Lunch Breaks</u></p>	<p>Left' signage already in place. Classroom staff to explain expectations to pupils</p> <p>N/A</p> <p>Add extra markings in main playground for 3 classes to line up</p> <p>Keep a record /timetable to show deployment of staff across the week.</p> <p>Advise staff this is acceptable within the guidance</p> <p>Remind about hand hygiene.</p> <p>Site Manager & Classroom staff to have all classrooms ready with new layout by 22.7.20</p> <p>Reminder on staff training day</p> <p>Reminder to staff on 7.11.20 via BF conf.</p> <p>Keep under review</p> <p>Finalise timetable & advise</p>	<p>Site Manager</p> <p>HT / SBM / Deputy</p> <p>Site Manager / SBM</p> <p>Teachers</p> <p>All Staff</p> <p>SBM / All Staff</p> <p>Deputy / SBM / HT</p>	<p>Ongoing</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20 & Ongoing</p> <p>1.9.20 & Ongoing</p> <p>Ongoing</p> <p>1.9.20 & ongoing</p> <p>1.9.20 & Ongoing</p>	<p>1.9.20 & ongoing</p> <p>1.9.20 / review & tweaked arrangements ongoing From 9.11.20 add list to outside of each classroom</p> <p>ongoing</p> <p>1.9.20 & 6.1.21 ongoing</p> <p>1.9.20 & 6.1.21 & ongoing</p> <p>Ongoing – reviewed 7.11.20 & 6.1.21 maintain open doors</p> <p>Ongoing</p> <p>1.9.20 – revised</p>
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				<p>Breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible – Pupils will sit on one side of tables only – Some classes with have packed lunches in classroom on a rota to minimise numbers in the hall. Tables will be cleaned by Lunchtime Organisers between each group. Review Jan 21 – children will be 2m apart in the hall and in classrooms. All facing forward. No classes on PL but some meals taken to classroom (Y5/6).</p> <p>Pupils directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. Where practicable 2m social distancing to be maintained especially between adults. Jan 21 – 2M distance must be maintained between all adults.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas –</u> Reviewed Jan 21- Keep same break times & lunch arrangements (i.e. pupils sit down don't queue at hatch) Key Stage groups will take staggered breaks between lessons. Enough outdoor space to separate classes.</p> <p>Revised procedures from 3.9.20 – pupils will sit down in the hall and go to the hatch one table at a time - staff informed via Broadfield Conference.</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found</p>	<p>staff</p> <p>PPE worn by staff in corridors / Hall</p> <p>Consider use of Perspex screen for Serving hatch (not practical – staff to wear visors / or masks. Staff consulted on decision.</p> <p>Meeting room to be extra staff area – advise staff re timetable & supervision of their Bubble at lunchtimes Revised Oct 20 – Library used as staff room as meeting room needed for teaching – sensory room used by EYFS staff Revised Dec 20 – KS1 can now use conservatory for lunches, EYFS & KS2 to use library. Staff advised not to sit in staffroom before school but use library instead, to prevent</p>	<p>SBM / Lunchtime staff / Kitchen</p> <p>Teachers / TAs</p> <p>SBM / Cleaning</p>	<p>1.9.20 & Ongoing</p> <p>Ongoing</p> <p>1.9.20</p>	<p>during AUT1 & at start of AUT 2</p> <p>ongoing</p> <p>1.9.20 & 6.1.21 ongoing</p> <p>1.9.20 & 6.1.21</p>
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				<p>here. Cleaner on site all day – Checklists provided.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p><u>Outside Space / Playgrounds</u> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered where possible as per the shared area controls above to prevent significant mixing. We have enough outdoor space to separate bubbles whilst outside – staggered lunch breaks will ensure social distancing is maintained. Continue for Jan 21 & ongoing</p> <p>Trim trail will continue to be out of use. Continue for Jan 21 & ongoing</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Continue Jan 21 & ongoing</p> <p><u>Shared Resources</u> For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Reviewed Jan 21 –</p>	<p>overcrowding.</p> <p>Finalise timetables</p> <p>All staff</p> <p>SBM / Site Manager</p> <p>Advise staff to ensure all pupils continue to have their own pens, pencils etc in their own tray. Also advise that shared resources are permitted if regularly cleaned.</p>	<p>staff</p> <p>SBM</p> <p>Site Manager</p> <p>HT / SBM</p>	<p>1.9.20 & ongoing</p> <p>1.9.20 & 6.1.21 & Ongoing</p> <p>1.9.20 & ongoing</p> <p>1.9.20</p>	<p>ongoing</p> <p>1.9.20 – reviewed Oct 20 Reviewed 2.12.20</p> <p>1.9.20 & 6.1.21 & Ongoing</p> <p>1.9.20 & 6.1.21 & ongoing</p> <p>1.9.20 & 6.1.21 & ongoing</p>
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				<p>remain same UFN.</p> <p>Acorns & Nursery advised to have separate resources for am & pm children where possible.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Review Jan 21 – resources not shared between bubbles – enough sports equipment in school for number of pupils in during lockdown</p> <p><u>Pupil Equipment</u> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p><u>Particular subjects/activities</u> <u>Music</u> Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside</p>	<p>Advise staff but Class bubbles will minimise the need for resources being unused. Can be cleaned between each class use. Extra Sports equipment ordered to minimise sharing.</p> <p>Advise staff & parents re expectations. Send reminder e-mail texts before we return to school 1.9.20 Lunchboxes allowed in Sept</p> <p>Carry out inventory check of resources (stationary, books etc) and stock at regular intervals, restocking as necessary. Whiteboards / Pens / pencils etc ordered for remote learning</p> <p>Keep under review following government guidance and updates from Music & Swimming teams</p>	<p>HT / SBM</p> <p>SBM / Cleaners / All staff</p> <p>HT / SBM</p> <p>SBM / EC</p> <p>HT / Deputy / SBM</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>1.9.20 & 6.1.21 & ongoing</p> <p>1.9.20</p> <p>1.9.20 & reviewed regularly</p> <p>1.9.20</p>
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				<p>wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. No Music or Swimming will be undertaken within the first half term – then to be reviewed</p> <p>Due to satisfactory measures put in place by OMBC & RA held – Swimming & Music will be held after half term. See individual Risk Assessments (17.9.20)</p> <p>6.1.21 New Lockdown – music & swimming cancelled.</p> <p><u>Sports / physical activity</u> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports only will take place during the first half term then will be reviewed. No indoor PE until safety arrangements can be met. Maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Reviewed Jan 21 – 3rd lockdown no indoor PE & no external coaches.</p> <p>Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that</p>	<p>Music & Swimming to re-start on 2.11.20. Update: Music & swimming cancelled due to 2nd lockdown & 3rd lockdown Jan 21</p> <p>Consider what aspects of the P.E. curriculum can be taught. Clean equipment regularly. Extra equipment ordered for Sept.</p> <p>School to refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Keep under review with Sports leaders and SLT</p> <p>No external coaches to be used for 1st half term - Review after half term – no coaches used 2nd Half term due to 2nd lockdown & Jan 21 3rd Lockdown</p> <p>Advise staff on expectations</p>	<p>HT</p> <p>HT</p> <p>SBM / HT / Deputy / Sports staff</p> <p>HT / SLT</p> <p>HT</p> <p>HT</p> <p>HT & SLT</p>	<p>19.10.20</p> <p>2.11.20</p> <p>1.9.20</p> <p>1.9.20 & ongoing review</p> <p>1.9.20</p> <p>ongoing</p> <p>Ongoing</p>	<p>19.10.20</p> <p>2.11.20 – cancelled</p> <p>1.9.20 & ongoing</p> <p>1.9.20</p> <p>1.9.20</p> <p>Reviewed 2.11.20</p> <p>1.9.20 & ongoing</p>
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				<p>this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures. – No After school clubs will take place in the first half term. Review Jan 21 3rd lockdown – no breakfast club or ASC</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p><u>Before and After school clubs & extracurricular activities</u> Breakfast club will operate & pupils can sit in class bubbles or family groups. – Reviewed Jan 21 – 3rd lockdown – no breakfast club</p> <p><u>Communication / Meetings</u> Consideration will be given to how staff communication will be done e.g. electronically, where possible.</p> <p><u>Start and End Times</u> If school patterns allow, staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. NOTE - Staggered start and finish times will not reduce the amount of overall teaching time. Start & end times reviewed 3rd & 4th September – will continue staggering – new one way system put in place for Maple, Chestnut, Oak and Woodlands Class. Advised parents to collect youngest children first from 7.9.20</p>	<p>for outdoor exercise</p> <p>No after school clubs during first half term – to be reviewed after half term. Reviewed – no ASC for Aut 2 HT due to 2nd lockdown. Review Jan 21 3rd lockdown – no breakfast club or ASC</p> <p>Continue with virtual meetings where possible – meet in smaller groups if have to meet on site – use hall where possible Oct 20 review – well established Zoom meetings for staff & pupils reviews – continue UFN</p> <p>Advise staff and parents of arrangements before start of term. Write to all parents advising of one parent policy and restrictions on school grounds during pandemic. End of term letter emailed to</p>	<p>HT / Deputy / SBM</p> <p>HT / SBM</p> <p>SBM</p> <p>SBM</p> <p>HT / SBM</p> <p>HT / SBM</p>	<p>ongoing</p> <p>1.9.20</p> <p>17.7.20</p>	<p>1.9.20 reviewed 2.11.20 & 6.1.21</p> <p>6.1.21</p> <p>1.9.20 reviewed Oct 20 & Jan 21 – continue</p> <p>1.9.20 & ongoing</p>
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				<p>From Monday 28.9.20 parents with children in Ash, Elm & Syc who also collect from Willow, larch & beech can wait in the playground rather than walk round to car park gate. New timetable in place Jan 21 for 3rd lockdown part time for all except KW</p> <p>Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible. Parents also asked to wear masks on site w.e.f 2.9.20 & reminded by text 8.1.21</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils.</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p><u>Educational Visits</u> No domestic overnight and overseas educational visits, - further information can be found here.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found here.</p> <p>Possible Castleshaw visits in October – subject to satisfactory RA & no overnight stay.</p>	<p>parents</p> <p>e-mails & texts sent daily with updates for the first week. More regular newsletters being sent out. Letter on coloured paper being sent 9.11.20 following bubble closures</p> <p>Send out letter to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p>Castleshaw dates to be reviewed and risk assess before committing to any visits</p> <p>Following RA Castleshaw going ahead Oct 20 going as separate classes.</p>	<p>HT/SBM</p> <p>HT</p>	<p>17.7.20</p> <p>1.9.20 & ongoing</p> <p>9.11.20</p> <p>2.9.20</p> <p>1.10.20</p>	<p>17.7.20 Reviewed 6.1.21 – 3rd lockdown 9.11.20</p> <p>2.9.20 Text reminder 8.1.21</p> <p>1.10.20</p>
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					Castleshaw now arranged for Oct 20– 2 separate day visits their RA held by school. Review 6.1.21 - 3 rd lockdown – no visits to take place.				6.1.21
Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	2	4	8	School implement government guidance on PPE in schools, found here and here – Face coverings School does not require staff, children and learners to wear face coverings. However where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Staff advised at staff meeting on 1.9.20 that they can wear visors / masks if they feel more comfortable. Staff advised from 14.9.20 to wear face masks on the playground to encourage parents to do the same. Jan 21 – 3 rd lockdown – parents reminded to wear masks on playground – all staff to wear masks / visor in corridors & hall Other PPE Access to PPE including rubber gloves, disposable rubber gloves and disposable	Ensure adequate bins and tissues are made available. Ensure school has a stock of rubber gloves and if needed. ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained). In stock but keep under review Ensure all staff and children know the procedures to follow Use disposable gloves not rubber gloves which need	SBM SBM All staff	1.9.20 1.9.20 & ongoing Ongoing	1.9.20 1.9.20 & ongoing 1.9.20 & ongoing

					<p>aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. <p>Waste to be disposed of in line with government guidelines found here 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours. • Take immediately to outside bins <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>	<p>cleaning</p> <p>Remind staff & cleaners about guidance</p>	SBM	1.9.20	1.9.20 & ongoing
<p>Stress</p> <p>Stress and anxiety about</p>	<p>Staff may suffer ill health from stress due to</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run</p>	HT	1.9.20 & Ongoing	1.9.20 & ongoing

Coronavirus COVID-19	COVID-19 related anxiety, stress, bereavement				<p>Guidance available from Public Health England here - shared with all staff. Mental Health & Wellbeing training – all staff 5.1.21</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p> <p>EAP details on posters displayed in staff areas.</p> <p>Regular wellbeing e-mails on conference email</p>	<p>down, etc.</p> <p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>Remind staff of EAP details – add to conference before holidays</p> <p>Continue sharing wellbeing tips & advice on conference</p>	<p>All staff</p> <p>SBM</p> <p>SLT</p>	<p>Ongoing</p> <p>17.7.20</p> <p>ongoing</p>	<p>1.9.20 & 5.1.21 & ongoing</p> <p>17.7.20 & 1.9.20 & 5.1.21</p> <p>ongoing</p>
<p>Contractors / Visitors (including governors)</p> <p>Visitors and spread of Coronavirus</p>	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	3	5	15	<p>Contractors and Visitors will only be allowed on site following assessment made by headteacher or SBM to ensure their visit is essential.</p> <p>Contractors and visitors including Governors must complete COVID-19 screening form every time they enter the premises. Where the form suggests risk of infection visitor will not be allowed onto the premises. A record of all visitors and contractors to the building will be kept by SBM.</p> <p>Meetings with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises will be restricted. Educational professionals will only be allowed into the school where the visit is deemed to be essential for the pupils'</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form. Form developed by SBM – share with office staff New OMBC form used from 2.11.20</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.</p>	<p>SBM</p> <p>HT/ SBM</p>	<p>14.7.20 & ongoing</p> <p>1.9.20 & ongoing</p>	<p>14.7.20</p> <p>2.11.20</p>

					<p>education. Staff will only be allowed into a classroom where necessary for observations, otherwise pupils will be taken to another room – visitors will wear visors where appropriate (in line with their own service’s risk assessments). RAs for each service visiting held by school</p> <p>All non-essential visitors will be cancelled/postponed where it won’t impact on the education or health of pupils. Reviewed Jan 21 – all volunteers etc cancelled</p> <p>Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings will continue where possible (Teams/Zoom etc).</p> <p>One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>Review signage where appropriate</p> <p>Parents meeting s held via Zoom & Telephone Oct 20</p>	<p>SBM</p> <p>SLT</p>	<p>1.9.20</p> <p>1.10.20</p>	<p>1.10.20</p> <p>ongoing</p>
<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	3	3	9	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff. Pupil medical lists are up to date.</p> <p>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p>	<p>Undertake individual risk assessment where required.</p>	<p>HT</p>	<p>1.9.20 & ongoing</p>	<p>1.9.20 & ongoing</p>

					<p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School follow normal procedures on administration of medication in line with school policy.</p> <p>First Aid training carried out re PPE on 10.6.20</p> <p>5.1.21 New guidance BAME staff not to do 1st aid if cannot be socially distanced. Staff to contact nearest bubble in event of emergency.</p> <p>First aid gaps identified – need to identify training courses ASAP</p>	<p>Ensure adequate First Aid equipment is available.</p> <p>Reminder for first aiders of Procedures</p> <p>SBM to identify training for new first aiders.</p>	<p>SBM</p> <p>SBM</p> <p>All Staff</p> <p>SBM</p>	<p>1.9.20 & ongoing</p> <p>1.9.20</p> <p>5.1.21</p> <p>31.1.21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>5.1.21</p>
Lone working	Staff unable to summon help in event of emergency	4	2	8	<p>Member of staff keeps in contact with office. line manager whether working from home/ travelling or visiting school site.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working.</p>	<p>Make sure staff contact information is up to date.</p>	<p>SBM</p>	<p>1.9.20</p>	<p>ongoing</p>
Emergency Procedures Fire and intruder alarms and emergencies- inability to	All building users may become trapped in event of fire or be unable to socially	2	5	10	<p>General Procedures Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p>	<p>HT/SBM / Site Manager</p> <p>SBM / Site Manager</p>	<p>10.9.20</p> <p>Ongoing</p>	<p>Drill 6.10.20</p>

operate emergency systems or procedures	distance in emergency evacuation.				<p>Staff advised 25.9.20 of revised evacuation areas (use 3 pitches instead of one) UpKS2 on Netball pitch, lwrKS2 and KS1 on football pitch, EYFS on basketball pitch.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire and/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p> <p>Social Distancing All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access will it be required.</p> <p>Muster points amended to 3 pitches – drill held 6.10.20</p> <p>Advise Staff</p>			
<p>Building Maintenance</p> <p>Lack of building/ property maintenance Faulty equipment</p>	All building users including staff, pupils, visitors, cleaners,	3	5	15	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p>		Site Manager	1.9.20 & Ongoing	1.9.20 & ongoing

services leading to injury or death	contractors may be injured from defective equipment / property due to lack of maintenance.				<p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.</p>				
<p>Accidents / Incidents</p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		2	5	10	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	Remind staff at start of each term	HT / SBM	1.9.20 & ongoing	1.9.20 & 5.1.21 ongoing
Bubble closures	Affected staff and pupils – stress – other staff and parents coming into contact	3	2	5	<p>Stressful for staff and pupils affected – Class teacher manage the pupils stress by explaining & what will happen. HT to manage teacher's stress by meeting individually.</p> <p>Loss of leaning time for pupils</p>	<p>Ensure prepared for remote learning to minimise loss of learning time & stress on the day of closure.</p> <p>From 2.11.20 Staff to have own Zoom accounts – link put on conference for set up</p>	HT / SBM / SLT / Teachers	1.9.20	1.9.20 Ongoing reviews

				<p>Arrangements talked about at staff meetings and reviewed after each bubble closure. Share 'what went well' even better if from staff who have been through bubble closure.</p> <p>Jan 21 – 3rd lockdown – Google classroom training, sharing of ideas for Zoom. Loom, pre-recorded lessons.</p>	<p>Manage sending pupils home to avoid main school home times to minimise contacts Resources added and packs made ready for closures</p> <p>Provide IT support to staff for setting up remote learning</p>	SMT / SBM	1.9.20	1.9.20 & 5.1.21 ongoing
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Fresh Air			<p>Provide adequate ventilation of spaces with outdoor air.</p> <p>Open high-level windows in preference to low level to reduce draughts.</p> <p>Open windows, vents and external doors (e.g. before and after school, between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)</p> <p>Where possible open windows / vents at least 15 minutes prior to room occupation.</p> <p>Jan 21 - Place2Be counsellors to use meeting room when in school as no ventilation in their own room. as</p>	<p>Some windows opened for natural air flow when room is occupied.</p> <p>Doors to be left open for air circulation if they do not compromise Fire Management. Ensure recorded on Fire Risk Assessment the management system whereby doors are closed on the event of the alarm being activated.</p> <p>During cooler weather consider: reduce the number of open windows, reduce the opening width, rotate the sequence. It may be necessary to close them during lessons and /or have the room heating on more than normal.</p> <p>To be discussed with your LA Public Health.</p>	<p>Communicate to staff at next meeting & on Broadfield Conference 7.11.20 – Ongoing reminders.</p> <p>Jan 21</p>
Ventilation Heating			<p>Circulation of outside air can be considered to prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.</p>		
Use of fans			<p>The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used. Source HSE. a https://www.hse.gov.uk/coronavirus/equipment-and-</p>		

<p>Use of air conditioning units</p>		<p>machinery/air-conditioning-and-ventilation.htm</p> <p>Ventilation/ air conditioning / extraction systems maintained.</p> <p>HSE guidance on use of air conditioning systems is followed. Summary below</p> <p>The risk of air conditioning spreading Coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. You can continue using most types of air conditioning system as normal</p> <p>If using a central ventilation system that removes and circulates air to different rooms, it is recommended that you turn off the re-circulation and use a fresh air supply.</p> <p>Do not adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate.</p> <p>Do not adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room. HSE Source a https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Additional guidance provided by Chartered Institute of Building and Structural Engineers (CIBSE) available. https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>Regular statutory maintenance completed on heating and ventilation systems</p>	<p>Review maintenance schedule. AIRCON in OAK class reported not working 6.11.20 – engineer to be called out ASAP – cost to fix is £2k – review heating arrangements (radiator / electric heaters) (Dec 20) – electric heaters installed 5.1.21 – aircon out of action</p> <p>Air circ in office switched off from 1st Lockdown</p> <p>School to contact their own HVAC Engineer to discuss site specific system and any action / requirements.</p>	
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			Regular checks on the ventilation system airflow is balanced and operating correctly		
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REVIEWS:		
DATE OF REVIEW: 9.9.20 (V2)	REVIEWED BY: P Stennett / D Brown	COMMENTS: Updated following reviews to systems after 1st 3 days
DATE OF REVIEW: 17.9.20 (v3)	REVIEWED BY: P Stennett / Dbrown	COMMENTS: Updated for staff wearing masks on playground. Swimming & Music RA now held
DATE OF REVIEW: 25.9.20 (v4)	REVIEWED BY: P Stennett / D Brown	COMMENTS: Updated hometime arrangements and fire evacuation meeting points
6.11.20 (v5)	Reviewed by: P Stennett / D Brown	Comments: updated re ventilation and reviewed all areas, added bubble closure / remote learning
16.11.20 (v6)	Reviewed by: P Stennett / D Brown	Comments: updated re BAME staff risk assessments
2.12.20 (V7)	Reviewed By: P Stennet / D Brown	Comments: Updated re Ash, Syc, Elm hometimes and staff rooms

11.1.21	Reviewd By: P Stennett / D Brown	<p>Comments: Updated for 3rd lockdown – staff to wear masks in corridors & hall.</p> <p>BAME staff new RA – this includes not to carry out first aid unless socially distanced.</p> <p>Full RA reviewed and new bubbles organised until Feb half term (or end of lockdown)</p> <p>Toilets – no more than 2 pupils</p> <p>Pupils socially distanced within bubbles, in hall and outside.</p>
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance
4	14.7.20	D Brown / P STennett	Updated for Broadfield Context