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| **St Giles and St Georges C of E Academy**  **COVID-19 Risk Assessment V 6 4thJanuary 2021** | | | | | |
| **Significant Hazards** | **Persons Affected** | **Controls** | **Risk Rating** | **Action Required** | **Action By & Date** |
| Arriving to school | Pupils  Staff  Parents  Others | Inform Parents of the entrance and exit points in advance to the new term starting via website or other communication systems.  Designated exit and entrance system introduced for parents bringing pupils to school  2 metre rule to be enforced while they are waiting for staff to receive their children.  Where possible, one adult is advised to pick up their child.  Parents wishing to talk to staff must make an appointment (first instance telephone conversation)  All people age 16 or over to wear a mask when entering the school grounds | L | Communicate logistics with parents | Start of Autumn term |
| School Uniform | Pupils | Pupils will attend school in school uniform as these are easily cleaned (washing machine)  They do not require cleaning any more than usually.  Children to come to school and wear PE kits all day on PE days. | L | Identify families who may struggle financially to provide a uniform. | Start of Autumn term |
| Face Masks | Pupils  Staff | Signs or posters in place on how children remove face masks correctly or information given in newsletters.  Removal of face masks at the school door for Pupils.  Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)  If disposable masks these must be disposed of in a closed bin.  If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.  Staff and volunteers to wear face mask if working for more than 1 min in close proximity to a child or if they leave their classroom or office.  Care club staff to wear a mask at all times  All visitors to wear face masks at all times | L |  |  |
| All year groups returning to school | Pupils  Staff  Parents  Others | Flexible arrival and pick-up times for all year groups to reduce the amount of adults on the ground at any one time. | H | Share timetable for staggered starts and plan of site for entrance/exit plans | Autumn term |
| Staff receiving child from Parent | Staff | Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable)  Staff will direct children to use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils)  All pupils must wash/sanitise their hands-on arrival to school | L |  |  |
| Children bringing equipment into school | Staff  Pupils  Others | Pupils and Parents informed to keep items brought into school as a minimum  Only lunch boxes, outdoor clothes and bags permitted | L |  |  |
| Classroom set up | Staff  Pupils | The classroom must be set up where possible with all desks forward facing and side to side seating (Y2-6)  Tissues available in each classroom for pupils to use when coughing or sneezing and they must be flushed down the toilet after use.  Hand sanitiser to be made available at the door to each classroom. | M | Staff to rearrange classroom if necessary |  |
| Class / Year Groups | Staff  Pupils | At all times children are to be kept in their bubbles and not to mix with other bubbles. Bubbles are Nursery, Reception, Year 1, Year 2, Year 3/4 and Year 5/6. When inside children to be kept in classes or sets. | M |  |  |
| Classroom Lessons | Staff  Pupils | Teaching staff must keep that safe distance at all times where possible when teaching.  Where children may require extra assistance a 2-metre rule must try to be enforced if not viable look at a 1 metre rule or the staff to spend less than 1 minute in close proximity  Pupils old enough to understand (year 2-6) will be informed not to touch staff and their peers where possible.  Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone to less than 1 minute  Removal of any unnecessary furniture.  When marking staff are to spend no more than 1 minute in close contact with any child.  If staff are unable to adhere to the above rules then a mask must be worn. | M |  |  |
| Use of school resources in individual bubbles | Staff  Pupils | Where possible keep the use of resources to each allocated bubble.  Pupils should use their own pencils and pens and not share  All classroom-based resources i.e. books and games should be cleaned regularly (daily) along with all frequently touched surfaces. | M |  |  |
| Use of school resources shared between bubbles or classes | Staff  Pupils | Shared resources between bubbles or classes should be cleaned frequently (daily) 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. | H |  |  |
| Taking items/resources home | Staff  Pupils | Unnecessary taking home of equipment / resources discouraged  Cleaning as above if items are taken home. | M |  |  |
| Assemblies  Collective Worship | Staff  Pupils | Assemblies will be via a virtual platform and will be streamed into classrooms to avoid social gathering | L |  |  |
| Educational Visits | Staff  Pupils | Autumn term trips can commence, however they must be non-overnight trips only  Make use of outdoor spaces in local areas  Full suitable and sufficient risk assessments to be put in place for each trip | M |  |  |
| SEND Pupils | Staff  Pupils | Pupils who have complex needs or who need close contact care, will continue as normal.  All 1:1 work where possible to adhere to social distancing if not possible staff to wear a mask unless this is not appropriate.  A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in any at risk category.  All clinically extremely vulnerable pupils to shield whilst in tier 4- parents to be informed by HT | H | HT to inform Parents of the need to shield |  |
| Attendance in schools | Pupils | It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.  Parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;  Schools’ responsibilities to record attendance and follow up absence  The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.  All children self-isolating will be asked to log on to remote teaching. | H | Office to send a text reminding child self-isolating to log on to teams, followed up by a call from class teacher |  |
| Use of Supply teachers and other staff included Student Teachers | Staff  Pupils | Inform supply staff of the arrangements in place via the visitor protocol and risk assessment which must be followed at all times.  Consider using longer assignments for supply teachers and/or other staff  Where possible minimise their movement around school and keep them in the same bubbles.  Staff to notify school via the main number if self- isolating or displaying symptoms | M |  |  |
| Before and After school clubs | Pupils  Staff | Parents to only use care club if there are no other options.  Use both the care club and the hall to ensure greater space between pupils  Arrange for same staff to deliver provision to reduce risk. Staff to wear a mask at all times.  Thorough registers to be kept for 2 weeks.  No after school clubs to take place unless their main purpose is childcare. | M |  |  |
| Music Lessons | Pupils  Staff | Look at reducing risk of using particular instruments and allowing large groups  If able can lessons take place outside  No more than 15 pupils back to back or side to side  No sharing of woodwind instruments  Good Ventilation required  Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Small groups under 15 are allowed in large well-ventilated spaces | L |  |  |
| Physical Activity | Pupils  Staff | Outdoor sports where possible and contact sports avoided.  Maximise distance between pupils  Equipment used must be scrupulously cleaned after each use  Encourage activities such as active mile.  Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use.  Bee Active to maintain social distancing at all times, if not possible or inside to wear a mask. | M |  |  |
| Children requiring using the toilet in lesson times | Pupils  Staff | Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom.  Toilet areas cleaned on a regular and frequent basis | L |  |  |
| Break times | Pupils | Children informed again of the importance of social distancing whilst outside.  Children to sanitise hands before and after being outside.  Different play areas for different bubbles  Look at providing activities which can abide by the social distancing rules.  Supervising staff must keep a 2-metre distance from each other at all times where possible | M |  |  |
| Break Times – Staff Room | Staff | No more than 7 people allowed in the staff room alternative rooms made available for EYFS and UKS2  Staff to stay in their bubbles in designated areas for breaks  Staff must sit at least 2 metres apart from each other  Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.  Staff must be able to heat food and make a warm drink | L |  |  |
| Break Times  Classrooms | Staff  Pupils | Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray.  Wear gloves whilst carrying out this task and wash hands after cleaning.  Dispose of all cloths in a closed bin and empty on a regular basis. | L |  |  |
| Lunch breaks | Staff  Pupils | Children to eat in hall in zoned areas and staggered to minimise large gatherings.  Lunchtime staff and kitchen staff to maintain social distancing where possible from children.  Staff assigned to more than one bubble to wear a mask | M | CP to meet with Stella to discuss logistics. |  |
| First Aid – minor treatment | Staff  Pupils | Where minor first aid treatment is required First Aiders must ensure they wear gloves and a moisture resistant face covering if prolonged face to face contact when dealing with injuries.  Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.  Ensure records of injury and treatment are recorded and who administered first aid treatment.  Always wash hands after contact |  |  |  |
| First Aid – Life threatening | Staff  Pupils | In the event of a serious injury or incident call 999 immediately.  Wear face covering and gloves when in close contact or dealing with bodily fluids  ADULTS  In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth.  Always wash hands after contact  CHILDREN  In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.  Always wash hands after contact | H |  |  |
| First Aid & Medication | Staff  Pupils  Others | First Aiders must always wear gloves when administering first aid procedures.  Staff to wear a face covering if having to deliver close contact first aid.  Any dressings used to be double bagged.  Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering | M |  |  |
| Intimate Care | Staff | When staff are carrying out any intimate care they must:  Wear gloves  Wear an apron  Wear a mask  Nappies, wipes etc. must be double bagged and placed into the nappy bin  Soiled clothes to be double bagged and given to Parents on collection of child.  Staff must wash their hands once gloves and masks are removed  A poster to be displayed of instructions which must be followed.  Record all intimate care carried out. | H | Intimate care policy on website to be reviewed  Poster of instructions to follow displayed |  |
| Children who are upset | Staff | Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.  Encourage child to use a tissue to wipe eyes/nose etc.  If contact is required, consider short contact only.  Wash hands after contact | L |  |  |
| Children with behavioural issues | Staff | Where possible allow the child to vent their frustrations  Where possible allow child to be in a room on their own or outside  Children who continually create a risk for staff may need to be excluded until a safe return can be secured | H | Behaviour policy shared with all staff. |  |
| Pupils who are shielding | Pupils | A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)  All staff and children who fall into the extremely vulnerable category must shield whilst in tier 4.  Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will offer access to remote education. Schools should monitor engagement with this activity (as set out in the section below).  Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. | L |  |  |
| Staff who are clinically vulnerable or extremely clinically vulnerable. | Staff | From 1 August, we expect that most staff will attend school.  It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.  Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are clinically vulnerable.  Clinically extremely vulnerable staff must remain at home whilst in tier 4.  People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. |  |  |  |
| Pregnant Staff | Staff | Expectant mothers risk assessments must be carried out and risk control measures put in place. Alternative working to be offered where possible. | L |  |  |
| Staff who may otherwise be at increased risk from COVID 19 | Staff | Staff to make HT aware that they are at increased risk. An individual risk assessment to be put in place. | L |  |  |
| Families anxious returning pupils to school | Pupils | Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.  Arrange telephone, Zoom. Or face to face meetings with Parents  Provide reassurance  Make it clear it is compulsory school age children attend school unless a statutory reason applies. | H |  |  |
| Use of Outdoor Play Equipment | Pupils | Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using.  Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time.  Limit the number of users on the equipment at any one time.  Sanitise frequently touch point areas:  playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames  semi enclosed playhouses or huts for small children  enclosed crawl through ‘tunnels’ or tube slides  exercise bars and machine handles on outdoor gym equipment  entry and exit points such as gates  seating areas such as benches and picnic tables  refuse areas/bins  Pupils to clean / sanitise hands prior to use and after use.  Remind pupils not to put hands near mouth or nose.  No food or drink to be consumed when using any outdoor equipment.  Signs informing Parents  Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for pupils when in school.  Pupils with Additional Needs may require frequent reminders about rules of behaviour, especially if having to wait for use of equipment.  Children with physical and sensory disabilities may need assistance with moving from one place to the next  Keeping Staff Safe  Ensure staff only supervise their pupil bubbles, if the need is to supervise another bubbles social distancing to be maintained and masks to be worn.  Staff to have a supply of sanitising equipment and if required PPE | L | Signs for parents |  |
| Children leaving at the end of the school day.  Primary | Staff  Parents  Others | One-way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule.  Flexible pick-up between 3:15 and 3:30  Children released when Parent is next in queue and child will be fetched from classroom.  Consider radio communication to staff in classrooms. | L |  |  |
| Children leaving at the end of the school day.  Walking home alone or not being collected by Parent | Staff  Parents  Others | Pupils to be informed of the requirement to maintain social distancing when leaving school.  Staff on duty outside to ensure pupils leave in a safe manner.  Flexible collection time to encourage social distancing on the playground. | L |  |  |
| Parent wishing to talk to staff | Staff | Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed.  Parents will be discouraged in congregating around the school site. | L |  |  |
| Awareness of policies / procedures / Guidance | Staff  Pupils  Others | All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.  All staff are able to access the following information on-line for up-to-date information on COVID-19  Public Health England  Gov.co.uk  NHS  DfE  Department for Health and Social Care  The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)  Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.  Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.  Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. | L |  |  |
| Poor hygiene practice | Staff  Pupils  Others | Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.  Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.  Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.  Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.  Pupils are forbidden from sharing cutlery, cups or food.  All cutlery and cups are thoroughly cleaned before and after use.  Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.  ME arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England |  |  |  |
| Track and Trace | Staff  Pupils  Others | If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.  The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms.  All children can be tested (including children under 5)  They should provide details of close contacts if they test positive or if asked by NHS track and Trace  Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. |  |  |  |
| Testing Negative | Staff  Pupils  Others | 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. |  |  |  |
| Testing positive | Staff  Pupils  Others | If someone tests positive, they should follow the ‘stay at home: 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 self-isolating for the full 14 days. |  |  |  |
| Manage positive cases amongst the school community | School  Head Teacher | Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.  The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.  The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:  direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)  proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual  travelling in a small vehicle, like a car, with an infected person  The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.  Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:  If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.  If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’  Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.  Further guidance is available on testing and tracing for coronavirus (COVID-19). |  |  |  |
| Contain an outbreak | School  Head Teacher | If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.  In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. |  |  |  |
| Ill health | Staff  Pupils  Others | Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.  Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.  The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen.  The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.  Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.  Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.  Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.  If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.  Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.  Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.  Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. |  |  |  |
| Spread of infection | Staff  Pupils  Others | Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.  Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.  Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.  Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.  Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.  The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.  Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. |  |  |  |
| Poor management of infectious diseases | Staff  Pupils  Others | Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.  Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. .  The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.  The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff.  Staff inform the headteacher when they plan to return to work after having coronavirus.  A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. |  |  |  |
| Lack of communication | Pupils  Staff  Parents  Others | The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.  The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.  Schools put into place any actions or precautions advised by their local HPT.  Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. |  |  |  |
| Cleaning while school open | Staff | All hard surfaces to be cleaned on a regular basis, this will include   * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets.   All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.  Regular cleaning of surfaces will reduce the risk of spreading the virus.  All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. |  |  |  |
| Estates | Staff  Pupils | Site Staff to ensure school is safe and ready for opening in Autumn term  All statutory testing and in-house testing carried out.  Ensure there are plenty of wash areas for staff and pupils to wash hands  Ensure Legionella risks have been managed and all appropriate testing carried out.  Caretaker to wear a mask when entering an area with staff or pupils where contact will exceed 1 minute |  |  |  |
| Statutory Tests and Inspections | Staff  Pupils | Statutory inspections to continue but with social distancing in place at all times.  In-house inspections should continue to ensure the school remains as safe as possible.  Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. |  |  |  |
| Contractors in school | Staff  Pupils | Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.  Control measures regarding the Coronavirus must be included within their RAMs.  School to ensure no pupils or staff are in the area where contractors are working.  Contractors will be designated a toilet they can use whilst on site.  Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.  They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.  If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.  Contractors to wear masks at all times when in school |  |  |  |
| Emergencies | Staff  Pupils | All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.  Pupils’ parents are contacted as soon as practicable in the event of an emergency.  Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. |  |  |  |
| Mental Health and well being | Staff | Have regular keep in touch meetings/calls with  people working at home to talk about any work issues  Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through  Involve workers in completing risk assessments so they can help identify potential problems and identify solutions  Keep workers updated on what is happening so they feel involved and reassured  Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours |  |  |  |
| Staff taking leave | Staff | There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.  If staff can prove that the holiday was booked before the quarantine rules came into effect then staff will be paid if their quarantine means they cannot come into work.  Any staff member booking a holiday knowing they will have to quarantine on their return and are unable to come into work will not be paid for this time. |  |  |  |
| Volunteers in school | Pupils | Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.  Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.  If this is not possible then a mask to be worn |  | Office to inform volunteers of rules |  |
| Safeguarding | Pupils | Always follow the statutory safeguarding guidance  Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals  Communication with other agencies and school nurse for pupils not seen in school prior to return. |  |  |  |
| Contingency Plans for Outbreaks | Pupils  Staff | In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.  Schools will also need a contingency plan for this eventuality.  This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. |  | Online learning policy and plan in place |  |
| Staff room | Staff | Only 7 people at a time in the main staffroom  An alternative staffroom has been provided in EYFS and UKS2  Increased supply of cutlery has been purchased. Staff to put cutlery and crockery into dishwasher as soon as been used  Staff not to share cutlery/crockery |  |  |  |