

Title: Covid-19 Risk Assessment

School: Woodseaves CE Primary Academy



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Social Distancing	All Occupants and Visitors	<ul style="list-style-type: none"> Reception areas have been taken out of use for parents. Parents are to contact the school to make scheduled appointments and may be met by a staff member outside if necessary. Other contact via phone. 	L	Head will inform parents that reception area is out of use and advise the procedure for visiting the school for a scheduled appointment.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	L	Parents and carers have already had this information. Information is communicated to parents regularly.	Headteacher/Office Staff will ensure this information is passed to all staff and parents. A poster will be displayed in the main entrance for any visitors	Already in place	Already in place
		<ul style="list-style-type: none"> Social distancing to be maintained where possible with the focus on minimising contact where possible. Adults are expected to maintain social distancing between other adults at all times. 	L	Signage has been displayed around school and meetings have been held with all members of staff to remind them of social distancing measures.	Headteacher will ensure all staff receive training on social distancing. Teachers will then share this age	Already in place	Already in place

				appropriately with children		
	<ul style="list-style-type: none"> Groups are based around usual classes for the majority of the day. Phase bubbles (maximum size is 30 per phase bubble) mix at set points in the day including break times and lunchtimes. 	L	Children allocated to groups and daily timetable established to minimise mixing between groups as far as possible.	Headteacher has completed timetables for starts and ends of days, break times and lunchtimes and this has been shared with all relevant staff.	Already in place	Already in place
	<ul style="list-style-type: none"> Where desks are being used (KS2) these should be forward facing where possible. Reception and KS1 will have some tables grouped together for focus work with markers on the floor to indicate where to sit to help with spacing. 	L	All desks in classrooms have been located so that they facing forwards (KS2). In EYP and KS1 markers positioned on the floor to indicate where to sit to help with spacing as necessary. Verbal reminders are provided to children.	Teachers will arrange the layout for their allocated classroom. Adults are expected to maintain social distancing between other adults at all times. Headteacher will then have an overview	Already in place	Already in place
	<ul style="list-style-type: none"> Children will use the same classroom or area of a setting throughout the day, as far as possible, with thorough cleaning of rooms at the end of the day. 	L	All learning will take place within the same classroom as far as possible. Outdoor space has been split so that the number of groups using the same space at any one time is minimised. Cleaning rota in place to ensure a thorough clean at the end of the day.	Site Manager to rota and monitor cleaning capacity. DFO to have an overview of the cleaning schedule.	Already in place	Already in place
	<ul style="list-style-type: none"> Staff reminded regularly of the importance of social distancing 	L	Signage will be displayed at relevant points around the school. Headteacher will also	Headteacher to remind staff. Office	Already in place	Already in place

		both in the workplace and outside of it.		remind staff on social distancing on a regular basis.	staff to ensure signage is displayed.		
		<ul style="list-style-type: none"> Conference/video calls to be used instead of face to face meetings, where possible. 	L	Microsoft Teams/Zoom to be used for meetings where possible. Where not possible / practical a suitable room will be located based on the number of individuals in the meeting and the maximum occupancy of the rooms available. Staff and visitors will also be reminded of adhering to social distancing guidelines.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Social distancing also to be adhered to in staff rest areas. Staff to wear face coverings when not inside their classrooms. Limited use of staff rest areas for mixing of bubbles – maintain key stage bubble integrity. 	L	Social distancing reminders have been placed in any staff rest areas. Staggered lunchtimes and breaktimes to reduce cross over periods.	Headteacher/Office Staff to ensure that common spaces, staffrooms, staff entrances have social distancing displays	Already in place	Already in place
		<ul style="list-style-type: none"> Management checks to ensure this is adhered to. 	L	Weekly spot checks will take place.	Headteacher to complete regular and unannounced checks.	Already in place	On-going
		<ul style="list-style-type: none"> Staggered start and end times with more entrances being used to minimise number of adults arriving at once. 	L	Groups will arrive and leave at different times and with different groups using different entrances.	Headteacher to complete timetable and share with the whole staff.	Already in place	Already in place
		<ul style="list-style-type: none"> Parents discouraged from gathering at school gates and requested to wear face coverings when on the school site. 	L	Headteacher will write to parents reminding them to disperse from the site and from the gates.	Headteacher to be an outside presence during the initial	Already in place	Already in place

				Headteacher to remind parents on a regular basis as required.	phases of children returning to school		
		<ul style="list-style-type: none"> Groups to be maintained during any before and after school clubs where possible. 	L	Children allocated to groups and information to be passed on to before and school clubs as applicable.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> School will cease any large activities where multiple groups would come together e.g. assembly, collective worship. 	L	Large group activities will stop and will be class based instead (e.g. class based worship).	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Music curriculum to be modified to follow latest government guidelines. 	L	See government guidelines re singing.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Where intimate care is required then PPE will be worn as normal (unless the child is showing COVID symptoms – see “Dealing with suspected cases of Covid-19” section) 	L	Headteacher to issue guidance to all staff.	All staff	Already in place	Already in place
Contaminated surfaces	All Occupants	<ul style="list-style-type: none"> School will cease hand shaking of children and visitors. 	L	Hand shaking will stop	All staff	Already in place	Already in place
		<ul style="list-style-type: none"> School will limit any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities, sand play etc. 	L	Curriculum for all children will be revisited and use of shared resources will be limited or removed. Where resources are shared between groups these will be cleaned after use. Individual stationery packs to be provided for each child.	Headteacher will monitor planning of activities.	Already in place	Already in place

	<ul style="list-style-type: none"> School will limit any information and resources going between home and school. . Any information or resources that are returned to school will be quarantined for 72 hours and clearly marked as such. Staff will be advised to used hand sanitiser before and after handling this this information prior to it being placed into quarantine. 	L	Only essential information and resources will be sent home.	Headteacher will monitor planning of activities.	Already in place	Already in place
	<ul style="list-style-type: none"> Any display boards which promote or encourage touching due to a sensory element are limited to that bubble only and where able to be cleaned are wiped down on a daily. Where the display board is in a communal area (e.g. corridors) then it is taken out of use. 	L	All sensory and interactive displays which can be wiped down on are cleaned on a daily day.	Teaching Staff	Already in place	Already in place
	<ul style="list-style-type: none"> Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. Corridor/compartments doors are not to be propped open. Classroom doors, which are also fire doors, can be propped but must be shut by the Teacher or TA within that classroom as part of the Fire Alarm evacuation procedure. 	L	Any doors where it is safe to do so will be propped open to minimise contact with door handles and to allow an airflow through all rooms.	Headteacher/Site Manager will ensure there is enough equipment to prop doors open where it is safe.	Already in place	Already in place
	<ul style="list-style-type: none"> Cleaners are employed by the school / sourced via SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	L	Cleaning rota has been established and follows more robust procedures since before school closures.	Cleaners. – SLA with Chartwells.	Already in place	Already in place

		<ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. 	L	High touch areas will be a priority for the cleaning team. Milton tablets to be used to clean EYFS resources.	Cleaners / Class Teachers	Already in place	On-going
		<ul style="list-style-type: none"> Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. 	L	Headteacher to issue guidance to all staff.	Headteacher to complete regular and unannounced checks.	Already in place	On-going
		<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. Where resources are shared such as kettles in staff rooms staff, hand sanitiser has been made available and staff are advised to sanitise before and after use 	L	Systems for cleaning of cutlery and cups at lunchtime have been established. Headteacher to issue guidance to all staff.	Catering Staff	Already in place	On-going
		<ul style="list-style-type: none"> Cleaning materials are provided in all staff toilets (out of reach of children) and signage is in place reminding staff to wipe the toilet, chain / flush and taps after use. 	L	Cleaning provision supplied and staff informed of procedures.	Headteacher to brief staff on procedures	Already in place	Already in place
		<ul style="list-style-type: none"> Where possible PE lessons will be conducted outside and kept to non-contact sports. All equipment will be cleaned after use. 	L	Cleaning provision supplied and staff informed of procedures. Where weather conditions force the lesson to be conducted inside this will be held in the hall and doors kept open to aid with ventilation.	Headteacher to brief staff on procedures	Already in place	Already in place
Dealing with suspected	All Occupants	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing. high temperature, or has a loss of, or change in, their 	L	Staff have been regularly informed of the symptoms and follow same absence	All staff monitored by Headteacher.	Already in place	Already in place

cases of Covid-19		normal sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.		procedures as outlined in our staff handbook.			
		<ul style="list-style-type: none"> Staff and parents to be informed of the latest ‘Stay at Home’ guidance which sets out that if they or anyone else in their household develops symptoms then the symptomatic individual must self-isolate in line with current government guidance. Other members of their household (including any siblings) should self-isolate in line with current government guidance. 	L	Staff and parents to be informed of the latest guidance. In suspected cases of coronavirus, proof of negative test required prior to being allowed back into school.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. This area will be kept well ventilated where possible and contain a plastic chair which can be easily cleaned using standard cleaning products prior to anyone else using it. 	L	The intervention room will be used if anyone becomes unwell with the symptoms whilst at school. A member of staff will supervise the children until they can be collected by an appropriate adult.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> 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 any potential infection, where possible. 	L	If a child or member of staff is unwell and are waiting to go home, they will use the learning hub and this will become out of bounds for everyone else.	Headteacher will monitor the staff/child. Office staff will place signage on the door.	Already in place	On-going

					when in use for this reason.		
		<ul style="list-style-type: none"> Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. 	L	If these areas cannot be cleaned immediately by members of the cleaning staff, the area will be taken out of use until it can be cleaned.	Headteacher / leadership team member or Site Manager and cleaners if possible	Already in place	On-going
		<ul style="list-style-type: none"> If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time. 	L	School would follow current robust absence management procedures.	All line managers to follow current staff absence guidelines and seek any clarification from HR specialists	Already in place	On-going
		<ul style="list-style-type: none"> If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken (NHS Track and Trace) 	L	School will follow the Trusts', public health and Local Authority guidance at all times.	Headteacher will contact relevant agencies immediately	Already in place	On-going
Poor personal hygiene	All occupants	<ul style="list-style-type: none"> Hand washing facilities with liquid soap and water (ideally warm water) in place. 	L	All rooms in use in the first instance will have access to designated handwashing facilities.	Office Staff to check stocks of liquid soap and order additional if required.	Already in place	Already in place
		<ul style="list-style-type: none"> Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. 	L	Posters have been displayed throughout period before lockdown and since 'key worker' children have been in	Headteacher / Office Staff to check on these posters and	Already in place	Already in place

				school. Ensure posters are age appropriate – e.g. R and Y6	produce more if necessary		
		<ul style="list-style-type: none"> Stringent hand washing taking place. 	L	Staff to monitor handwashing of children within their group – Headteacher will write to parents so that they can follow the same guidance	Staff to be aware of hand washing guidelines – Headteacher to write to parents before they return to school	Already in place	Already in place
		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash their hands to ensure it is done correctly and for at least 20 seconds. Young children are supervised in doing so, where possible. 	L	Staff informed to remind children and to supervise younger children where possible.	Class Teacher / Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Classes to teach children hand washing techniques. 	L	Regular sessions to be held with an age appropriate lesson on handwashing and social distancing. This might be through video, games, formal lessons, etc.	Class teachers will prepare a bank of resources to look at trenching children this message	Already in place	Already in place
		<ul style="list-style-type: none"> Drying of hands with disposable paper towels, where possible. 	L	School will ensure all hand washing areas will have paper towel.	Office Staff / Site Manager will source stock where required. Site Manager / Cleaners will ensure paper towels are restocked every night/morning	Appropriate stock levels of paper towels will be monitored on a regular basis by Office Staff and Site Manager.	On-going
		<ul style="list-style-type: none"> Children to wash hands before and after eating a snack and before and after eating lunch. 	L	Children will wash hands in small groups while supported by an adults – this will take	Class teacher and support staff	Already in place	Already in place

				place before and after break and meal times			
		<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) 	L	Hand gel will be placed in entrance and exit areas and staff room.	Office Staff / Site Manager to place gel around the school and monitor stock levels.	Already in place	Already in place
		<ul style="list-style-type: none"> Employees and pupils reminded to catch coughs and sneezes in tissues or elbows – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	L	Posters displayed around school about “catch it, bin it, kill it” and wash hands. All staff to regularly encourage this with children. Any children who cannot follow this procedure Headteacher will speak to parents/carers.	Office staff will produce posters and display around school. Headteacher will write to parents about this and speak to individual parents if necessary	Already in place	Already in place
		<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	L	Check stock levels of tissues and to ensure they are placed in correct positions around the school	Office Staff to regularly monitor stock levels of tissues and to ensure they are placed in correct positions around the school	Already in place	Already in place
		<ul style="list-style-type: none"> Bins for disposal of tissues are located within each classroom and other key areas which are emptied at the end of each day. 	L	Every classroom in school and other key areas will have a bin.	Cleaners will empty the bins at the end of every day.	Already in place	Already in place
		<ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. 	L	Staff will discourage pupils from sharing these items.	Teachers and Support Staff	Already in place	Already in place
		<ul style="list-style-type: none"> Parents informed of hygiene expectations and to advise it's discussed with their children. 	L	Headteacher to inform parents of expectations.	Headteacher	Already in place	Already in place

	<ul style="list-style-type: none"> Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. 	L	Headteacher to inform parents of expectations.	Headteacher	Already in place	Already in place
	<ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. 	L	<p>Classroom doors will be propped open, other internal doors will be kept open (as long as they are not fire doors), windows will be kept open (in cooler weather windows enough windows should be opened to provide constant background ventilation, and all windows opened during breaks to purge the air in the space) and external doors will be open where appropriate (weather dependant and as long as they are not fire doors and where safe to do so).</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts; Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused); 	Headteacher / DFO to ensure this follows safeguarding and health and safety procedures	Already in place	Already in place

				<ul style="list-style-type: none"> • Providing flexibility to allow additional, suitable indoor clothing; and • Rearranging furniture where possible to avoid direct drafts. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
Contractors and other visiting staff to the school Third party users of the school site	All Occupants	<ul style="list-style-type: none"> • Signage is displayed in the school main entrance giving advice about the virus. 	L	Signage will be displayed in the school main entrance.	Office staff to ensure signage is displayed.	Already in place	Already in place
	And Visitors	<ul style="list-style-type: none"> • Anyone showing symptoms will be asked to go home, this includes staff / pupils / visitors or parents. 	L	Contractors / pupils and staff informed as appropriate.	Headteacher / Office Staff	Already in place	Already in place
		<ul style="list-style-type: none"> • A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. 	L	Visitors will be required to use the school signing in book and clean/used pen pots alongside hand sanitiser. NHS Test & Trace QR code also displayed in school main entrance.	Office Staff	Already in place	Already in place
		<ul style="list-style-type: none"> • Where essential visits are required the contractor is informed to enter via the main school entrance only and access around the school site will be limited as far as possible. Office Staff will explain the site rules to all visitors upon arrival including only using the staff toilet nearest to the main entrance 	L	Contractors informed as appropriate.	Headteacher / Office Staff to inform contractors.	Already in place	On-going
		<ul style="list-style-type: none"> • Visitors will be requested to use hand sanitiser upon entry to the school. 	L	Hand sanitiser will be provided for visitors in the main reception	Office staff will ensure visitors have access to hand gel and that there are	Already in place	On-going

					sufficient stocks each morning		
Staff members with protected characteristics and other vulnerabilities who may be at increased risk (i.e. 'extremely vulnerable person', 'vulnerable person', or BAME people)	Staff	<ul style="list-style-type: none"> Any staff member who previously had a letter from the government stating they are in the extremely vulnerable or vulnerable category, pregnant, or a BAME staff member will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. Where this is not possible, they should not go into work. Staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should continue to attend work in all local restriction tiers. In light of current shielding advice (January 2021) measures will be taken as appropriate and following HR and government advice re shielding members of staff. 	L	<p>Additional measures to be identified and actioned if appropriate.</p> <p>Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place
	Other staff	<ul style="list-style-type: none"> Any staff member that is identified as clinically vulnerable, pregnant, breastfeeding, has given birth within the last 6 months or a BAME staff member will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. 	L	<p>Additional measures to be identified and actioned if appropriate.</p> <p>Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place

Children whose doctors have confirmed they are still clinically extremely vulnerable	Children	<ul style="list-style-type: none"> Any child that has been identified through a letter from the NHS or from their GP as clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. 	L	<p>Children are not in school and appropriate arrangements are in place to enable them to continue their education at home.</p> <p>To be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher	Already in place	Already in place
Staff members who work across a number of schools and therefore at increased risk of exposure	Staff	<ul style="list-style-type: none"> Any staff member within this category will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. 	L	<p>Additional measures to be identified and actioned if appropriate.</p> <p>Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance.</p>	Headteacher / DFO	6 th November 2020	Already in place
Lack of First Aiders in school and higher risk of close contact with a person Risks associated with First Aid	All occupants	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured (where it continues to be available). 	L	<p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc. would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business</p>	Office Staff ensuring sufficient levels of PPE	Already in place	Already in place

				<p>as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Note: PPE required if;</p> <ul style="list-style-type: none">• a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).			
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	<ul style="list-style-type: none"> Those staff required to wear PPE have been provided with guidance on the use of disposable gloves, aprons, masks and how these should be carefully removed to reduce contamination and disposed of safely. This guidance is summarised as follows: <ul style="list-style-type: none"> Perform hand hygiene before putting on PPE. The order for putting on PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves. The order for removing PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves. Perform hand hygiene immediately on removal; and Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>Guidance displayed in all designated first aid rooms.</p>	Headteacher / Office Staff	Already in place	Already in place
	<ul style="list-style-type: none"> Additional Government guidance on First Aid and CPR to be provided to all First Aiders. 	L	<p>Headteacher to issue guidance to all First Aiders.</p> <p>All teaching staff have received CPR first aid training including updates on approaches during COVID 19 pandemic.</p>	Headteacher	Already in place	Already in place
Teacher / staff shortage	<ul style="list-style-type: none"> School monitors daily any staff absence. 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 do not return to school before the minimum 	L	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Vulnerable children and children of critical workers in other year groups should also</p>	Headteacher will monitor staff absence levels and keep the CEO informed	Already in place	Already in place

		recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.		be split into small groups of no more than 15. Staff will also be shared across the Trust if required. If staffing falls below that required to open fully, the Headteacher, CEO and COG will make an informed decision regarding school closure to some pupils.			
Travelling to and from school contracting / spreading Coronavirus	All occupants	<ul style="list-style-type: none"> Walking or cycling should be considered. If using public transport, adhere to transport advice, government guidelines and wear a face covering. Only household groups should be sharing lifts. 	L	<p>Headteacher to issue guidance to all staff.</p> <p>Letter to parents to remind them of the rules regarding social distancing when arriving at the start and end of the school day. Where possible only one parent to accompany their child, siblings not in school to remain at their parent's side if not able to stay at home.</p> <p>Temporary signage to be used to remind parents of social distancing measures.</p>	Headteacher	Already in place	Already in place
Impact on physical and mental health - pupils	Staff	<ul style="list-style-type: none"> Staff be mindful of car parks - try to keep to the 2m or 1m with additional precautions rule when getting in and out of cars. 	L	Headteacher to issue guidance to all staff.	Headteacher	Already in place	Already in place

Impact on physical and mental health - staff	Staff	<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will try and alleviate any concerns by explaining the control measures in place with that individual. If appropriate, seek advice from Human Resources and/or Occupational Health. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak, including managing workload, and will offer whatever support they can to help. Regular communication of mental health information and an open-door policy for those who need additional support. Staff to be signposted to useful websites and resources. 	L	<p>Headteacher and Leadership Team continue to promote staff wellbeing with an open door policy (face to face/phone calls/Microsoft Teams) for staff to communicate any concerns prior to a return or once they have returned to work.</p> <p>Occupational Health subscription has also been purchased to allow staff access to support and resources.</p>	Headteacher will deal with individual cases and inform the CEO of any issues and resolutions.	Already in place	Already in place
Fire Emergency	All Occupants	<ul style="list-style-type: none"> Fire evacuation procedures are in place. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place
		<ul style="list-style-type: none"> Staff and pupils reminded about safe evacuation and maintaining social distancing, particularly at the assembly point. 	L	Headteacher to brief staff and pupils on safe evacuation and maintaining social distancing.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Fire marshal rota's in place based on staff in school. Site staff support evacuations, where possible. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place

Lack of premises statutory testing of systems and facilities within the school and its grounds	All Occupants	<ul style="list-style-type: none"> Statutory testing plan in place and is up to date. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place
		<ul style="list-style-type: none"> Essential checks such as for fire and legionella have continued. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place
		<ul style="list-style-type: none"> Prior to opening, the fire alarm call points, sounders and emergency lighting has been checked by the Site Manager. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place
		<ul style="list-style-type: none"> All toilets, taps (internal and external) and showers have been flushed for 5 minutes. 	L	This is in line with our usual practice.	DFO	Already in place	Already in place
Equipment, welfare facilities, play equipment	All Occupants	<ul style="list-style-type: none"> Water fountains are not to be used unless disposable cups are available. 	L	Water fountains taken out of use unless disposable cups are available.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Signage displayed reminding staff to wash their hands before and after use. 	L	Signage will be displayed throughout the school.	Office Staff to ensure signage is displayed.	Already in place	Already in place
		<ul style="list-style-type: none"> Once in school staff must use their own laptops, computers, pens, pencils etc. Where possible equipment should not be shared. 	L	Headteacher to brief all staff on expectations with resources and equipment.	Headteacher	Already in place	Already in place
		<ul style="list-style-type: none"> Fixed play equipment and wooden picnic benches will be used on a rota basis for bubbles. 	L	Rota established.	Headteacher / Site Manager	Already in place	Already in place
		<ul style="list-style-type: none"> Daily cleaning schedule put in place to ensure all shared areas are cleaned on a regular basis. 	L	Cleaning rota has been established and follows more robust procedures since before school closures	Cleaners. SLA Chartwells	Already in place	Already in place
Offsite Visits	Staff, pupils, external essential	<ul style="list-style-type: none"> Off-site visits with pupils to take place where a risk assessment has been completed and agreed with Headteacher and DFO. 	L	Headteacher to brief staff on procedures.	Headteacher / DFO	Already in place	Already in place

	agency/ professional workers / visitors	<p>Residential visits are prohibited at this time. Further advice regarding off site visits is available from</p> <p>https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p> <p>Visits should only take place where social distancing guidelines can be maintained, including transportation to and from the location.</p> <p>Teaching at students' homes should not take place – remote teaching should take place where possible</p>		Headteacher and DFO to sign off risk assessments prior to off-site visit taking place.		Risk assessments signed upon occurrence.	
Home Visits	Pastoral/ Welfare/DSL/DDSL Staff	<ul style="list-style-type: none"> Avoid making home visits unless this is absolutely necessary. If necessary, face coverings should be worn and hand sanitiser used before entering and after leaving the property. <p>Staff should continue to contact parents remotely where possible.</p> <p>The School must continue to contact relevant authorities in the usual way should they have a safeguarding concern about a Child, Young Person or Family.</p>	L	Headteacher to brief staff on procedures.	Headteacher / Pastoral Staff	Already in place	Already in place

	Name	Position	Signature	Date	Review Date
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Risk Assessor	Michelle Easthope	Headteacher	<i>MEasthope</i>	27/01/21	As guidance requires
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