

RISK ASSESSMENT FOR: WORKING SAFELY DURING CORONAVIRUS (STAYING COVID-19 SECURE)

Name of Assessor: Mrs S Lanni

Assessment Date: **23rd June, 2021**

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School Name:	Pheasey Park Farm Primary School and Early Years Centre
URN Number:	147480

- A copy of the school's risk assessment – has it been reviewed and updated and whether your employer has consulted with staff on its content
- Confirmation that appropriate arrangements are in place for cleaning your classroom, work area and all communal areas within the school
- Whether your school can confirm that appropriate 2 metre social distancing will be guaranteed at all times
- Whether your school has arrangements in place to ensure the wearing of face masks in all communal areas within the school
- Whether there are sufficient numbers of teaching and support staff in place at all times throughout the school day

ACTION PLAN AND RISK ASSESSMENT-PHEASEY PARK FARM PRIMARY SCHOOL AND EARLY YEARS CENTRE- MARCH 2021 **Last reviewed and updated 23.06.21**

Significant Hazards	Who Might be Harmed	Risk Area	Existing Actions/Control Measures in Use	Staff	Actions Required/ Date
Time Scales PPE Social Distancing Accommodation	Pupils Staff Parents Others	Smooth transition Building and occupancy	<p>We re-opened on 8th March:</p> <p>We have made plans for our School and Early Years Centre as follows:</p> <p>Nursery-To operate 8:45 am-11:45 am and 12:30 pm -3:30 pm</p> <p>Reception - 8:40 am - 3:15 pm -Children straight into classrooms and dismissed one at a time at doors</p> <p>KS1-8:50 am - 3:10 pm - Children straight into classrooms and dismissed one at a time at doors</p> <p>Y3/4- 8:50 am - 3:20 pm - Children straight into classrooms and dismissed one at a time at doors</p> <p>Y5/6 - 9:00am - 3:30pm - Children straight into classrooms and dismissed one at a time at doors</p> <p>All doors will be open at 8:40am to ease congestion</p>	<p>SL SA SLT SMM TW PJ</p>	<p>Additional PPE orders Dec 2020</p> <p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 February 2021 March 2021 Staff Meeting 04.01.2021</p> <p>Risk Assessment updated- May 2021 Risk Assessment to Staff- 02/09/2020 May 2021- Sharepoint LGB-</p>

		<p>Year 5 and Year 6 children who walk home alone will be dismissed from Raeburn Road at 3:30pm</p> <p>Children will sanitise or wash their hands at arrival, dismissal and regularly throughout the day</p> <p>All breaks, lunchtime and outdoor time will be staggered and in dedicated zones. Entrance and Exits will be the routinely allocated ones.</p> <p>All rooms to be set up for social distancing including staffroom with limits to numbers of individuals permitted at any one time. 2 metre distance to be maintained between staff and masks worn in all communal areas at all times</p> <p>Children will remain in their class bubbles at all other times with their teacher with possible additional staff</p> <p>For Transition activities, children will be in their new class bubble. All other control measures will remain.</p> <p>Tuck will be taken to classrooms. Dining Room will be allocated for separate classes and cleaned between sittings.</p> <p>Staff will remain with the same children.</p> <p>Resources will be kept within the bubbles and cleaned regularly.</p> <p>Resources will not come and go from home to school other than reading books</p> <p>Bags only are permitted for carrying water and lunchbox.</p> <p>Coats and bags KS1 on chairs. - these are going on pegs and trolleys now so we can delete this Pupils trays under tables for water, lunchboxes and other personal resources.</p> <p>All tables will face the front.</p> <p>Teacher desk to face away from pupils and teacher to teach from front and not walk around the room.</p>	<p>July, 2020 October 2020 Jan 2021</p>
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			<p>Windows will be open to provide increased ventilation</p> <p>Early Years Centre children will operate in separate bubbles for main hours but will be in larger bubble for breakfast and tea with children from different bubbles kept separate as much as possible.</p> <p>Minimax children will be in their own bubble and parents will sign up in advance for the term.</p> <p>One way system and staggered start and end times in place.</p> <p>We have updated our COVID Risk Assessment.</p> <p>Walsall have distributed a COVID Outbreak Plan.</p>		
Parent wishing to talk to staff / Interaction	Staff	Spread of Infection due to close contact	<p>Parents will be informed to call the office to speak to Staff. Meetings will be arranged only if needed and social distancing rules observed.</p> <p>Meet in open air if necessary to meet</p> <p>Use ICT for meetings where possible</p> <p>Parents will be discouraged in congregating around the school site.</p> <p>2m floor markings external and internal.</p> <p>If DfE advice permits or if staffing levels reduce we will prioritise critical worker children and vulnerable children in school in groups of 15 maximum per room with other staff leading remote learning from home.</p> <p>EYC will prioritise critical key worker children and vulnerable children in line with correct adult:child ratio if staffing levels are reduced or DfE advises to do so.</p>	SLT SMM	<p>Additional PPE orders Dec 2020 This is still continuing</p> <p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>
Arriving to and from school /EYC Access Egress	Pupils Staff Parents Others	Spread of Infection due to close contact	<p>Staggered start and end times will reduce numbers and queues</p> <p>Access to main office areas will be limited.</p> <p>2m markings for parents to eradicate congestion</p>	SL SA SLT PJ SMM	<p>Rotas drafted W/C Monday 6 July 2020 Jan 2021 Additional PPE orders Dec 2020 Continuing</p>

			<p>For EYC each age group to enter directly into their room from garden. Baby Room children to meet outside main entrance.</p> <p>Staff member who is outside enforcing the rules must wear a face covering plus all staff on door duties.</p> <p>Staff scan in and out with badge-Non touch</p> <p>Storage to be made available for staff/pupils if required</p> <p>Handwashing facilities in all areas for pupils, parents and staff-main entrance, all classrooms, all pupil entrances, halls</p> <p>Letter to parents to explain all procedures and rationale-July/August 2020/Jan 2021/March 2021</p>		<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>
Staff receiving child from Parent/ Interaction	Staff	Spread of Infection due to close contact	<p>Staff receiving children to consider wearing a face covering mask and gloves-these will be made available</p> <p>At EYC staff will place pushchair outside main entrance for Baby Room parents to place baby in to limit staff/parent contact.</p> <p>Hand Sanitisers and soap in all rooms. Staff will ensure all children use the hand sanitiser before proceeding into their classroom</p>	<p>SA PJ SMM CB</p>	<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>
Classroom set up	Staff Children	Spread of Infection due to close contact	<p>Classrooms have been audited and reorganised for all children to face the front.</p> <p>Desks will be cleaned between split sessions.</p> <p>School will provide resources. No shared items on tables.</p> <p>Unnecessary furniture/resources/equipment will be removed.</p> <p>Resources will be cleaned between sessions where pupils may have to share equipment.</p> <p>The teacher's desk will be kept 2 metres away from the children's tables/desks.</p> <p>Tissues will be available on each table for pupils to use when coughing or sneezing and they must go into a bin after one use.</p> <p>Bins with lids - foot operated to be purchased for all rooms.</p>	<p>PJ TK CB Premises Staff</p>	<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p> <p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p> <p>Additional PPE orders Dec 2020 Continuing</p>

			<p>Hand Sanitisers will be available in all corridors entrances and classrooms. Posters displayed to reinforce hygiene measures and social distancing.</p> <p>Deep cleans will be organised as often as required and every Friday afternoon. - no longer</p> <p>All classes will be separate bubbles.</p> <p>Use of Outdoors will be on a rota.</p> <p>Each EYC room will run as an individual bubble for the main hours accommodating children on standard child/staff rations. They will be in a larger bubble for breakfast and tea with children from different bubbles kept separate as much as possible.</p> <p>EYC children will remain in their individual bubbles during outdoor play. Each bubble will have their own designated outdoor play area.</p>		
Provision	Pupils	Mental Health and Well Being Progress	<p>Age appropriate welcome back sessions will be organised commencing with an on line Welcome from the Head of School.</p> <p>Pupils achievements during lockdown will be celebrated.</p> <p>Specific needs will be identified to offer support-safeguarding, mental health, catch up</p> <p>Whole class sessions to support mental health/anxieties - see guidance from WMBC.</p> <p>Timetable will be amended and some sessions will not take place-Swimming, Cooking, Assemblies, After School Clubs</p> <p>Assemblies will be via TEAMS</p> <p>Child Protection Policy to be updated and shared.</p>	SLT Staff NE TW	Updated message on Learning Platform- January 2021
Classroom Organisation	Staff Children	Spread of Infection due to close contact	<p>Classrooms will be reorganised to maintain safe distance and where possible 2m rule to apply</p> <p>Soft furnishings/unnecessary toys/resources will be removed</p>	SLT Staff	Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021

			<p>Children will use own pencils/pens and no sharing</p> <p>Classrooms will be cleaned mornings and after school including any shared resources</p> <p>Teaching staff will keep that safe distance at all times.</p> <p>Where children may require extra assistance a 2 metre rule must try to be enforced.</p> <p>Children will be organised into bubble classes with staggered times</p> <p>Bubbles will not mix. Only 1 or 2 identified staff will work with each group other than for Transition activities where children will be in their new class bubble. All other control measures will remain.</p> <p>All EYC Staff to stay in small designated groupings for main hours they will join larger bubble for breakfast and tea but remain as separate as possible.</p>		<p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p>
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<p>In the EYC small groups to use designated toileting/changing area. No mixing of groups.</p> <p>In EYC toilets/changing areas to be cleaned after each usage.</p> <p>EYC staff must stay in their designated outdoor area in their small groups.</p> <p>In school toilets will be allocated to specific groups for use during planned breaks. Toilet touch points will be cleaned lunchtime and after school and after each visit.</p> <p>Inform children 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.</p>	PJ TK	<p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p>
Break Times	Children Staff	Spread of Infection due to close contact	<p>Morning and afternoon toilet breaks will be allocated for each group. Toilet touch points will be cleaned lunchtime and after school and after each visit.</p> <p>EYC children to have designated snack/drink times. All cups/bottles to be stored away from children and cleaned by staff member who should wear gloves.</p>	SLT	<p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p>

			<p>Children to bring own bottles and cups. Children will be informed again of the importance of social distancing whilst outside.</p> <p>Staff to look at providing activities which can abide by the rules.</p> <p>Staff must sit at least 1 metre apart from each other wherever possible.</p> <p>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</p> <p>Staff toilets - limit on numbers and touch points to be cleaned after use</p> <p>Rota in place for staff room use</p> <p>Supervising staff must keep a 1/2 metre distance from each other at all times.</p> <p>Whilst children are outdoors clean tables and door handles with a disinfectant or disinfectant spray.</p> <p>Wear gloves whilst carrying out this task and wash hands after cleaning</p> <p>EYC large outdoor climbing frame must be cleaned after each use.</p> <p>Outdoor equipment will be minimised-items which can be cleaned easily after sessions</p>		
<p>Lunch breaks</p> <p>Staff-Staff and Pupil -Pupil interaction</p>	<p>Staff Children</p>	<p>Spread of Infection due to close contact</p>	<p>Open catering and order provisions</p> <p>Stagger lunch breaks to protect bubbles, reduce staff interaction and clean rooms at lunchtime</p> <p>Purchase disposable trays/cutlery/PPE for catering staff-disposable aprons, gloves, masks if required</p> <p>Reduce movement around school to an absolute minimum-pupils and adults</p> <p>Agree allocated outdoor areas and exit doors for each group of children-establish zones</p> <p>Screens installed in 2 Dining Rooms for catering</p>	<p>SLT Dinner Staff Catering Staff SMM PJ</p>	<p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p> <p>Catering orders in place</p> <p>Dining Room Screens installed Autumn Term</p>

			<p>EYC children to be seated at a safe distance apart from each other.</p> <p>IN EYC designated lunchtime staff to cover staff lunches in allocated small groups.</p> <p>EYC packed lunches to be stored in named individual food bags in the fridge. Lunch boxes to be stored on child's individual named peg.</p> <p>Arrange cleaning of rooms between sessions</p> <p>Agree First aiders available at lunchtime</p> <p>Arrange all children bring their own drinks bottles</p> <p>Staff to take staggered lunch -See rotas and social distance in staffroom</p> <p>Classrooms to be re-organised for safe distance</p> <p>1 member of staff only in toilets and reprographics Staff toilets - limit on numbers and to be cleaned after use</p> <p>Staffroom seating to be re-organised for 2m distance and numbers in rooms limited. Staff not to mix unnecessarily in rooms.</p> <p>Only 1 member of EYC staff to be in staff room at any one time. Staff must clean all tables, chairs after each use.</p> <p>Only 1 member of EYC staff to be in the Kitchen area at any one time.</p> <p>Outdoor play area zones to be created for each protective bubble of children with agreed exit routes</p> <p>Display DfE Notices-Social Distancing</p>		
First Aid - minor treatment	Staff Children	Spread of Infection due to close contact	<p>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face mask when dealing with injuries.</p> <p>Any dressings used to be double bagged and placed in a lidded bin</p>	SMM Staff	Additional PPE orders Dec 2020 Continuing

			<p>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</p> <p>Ensure records of injury and treatment are recorded and who administered first aid treatment.</p> <p>Always wash hands after contact</p> <p>PPE is available in classrooms and main office.</p>		
First Aid - Life threatening	Staff Children	Spread of Infection due to close contact	<p>In the event of a serious injury or incident call 999 immediately.</p> <p>Wear face covering, apron and gloves when in close contact or dealing with bodily fluids</p> <p>In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</p> <p>Always wash hands after contact</p>	SLT SMM Staff	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<p>First Aiders must always wear gloves when administering first aid procedures.</p> <p>It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</p> <p>Any dressings used to be double bagged and placed in a lidded bin</p> <p>Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering and gloves (always refer to up to date information from Gov.UK)</p>	SMM Staff	
Children who are upset	Staff	Spread of Infection due to close contact	<p>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.</p> <p>If contact is required, consider wearing a face covering.</p> <p>Wash hands after contact.</p>	SLT Staff SMM	
Vulnerable Children Behaviour CP SEND	Staff Pupils	Spread of Infection due to close contact	<p>Behaviour policy to be amended in line with Government guidance</p> <p>Behaviour Guidelines for Staff to be updated</p> <p>New school rules agreed and shared with children, staff and parents</p>	SLT Staff	Behaviour Policy and guidelines to Staff- September 2020 Jan 2021

			<p>Where possible allow the child to vent their frustrations</p> <p>Where possible allow child to be in a room on their own or outside</p> <p>If team teach techniques are required, it is advised face coverings and gloves are worn.</p> <p>Review pupil IEPs and ensure relevant controls are in place</p> <p>Nappy Changing in EYC to be in allocated spot using PPE provided</p>		
Children leaving at the end of the school day	Staff Parents Others	Spread of Infection due to close contact	<p>Stagger leaving times at the end of the day to reduce numbers</p> <p>Parents to abide by the 1/2 metre social distancing rule.</p> <p>Parents strongly advised to wear face coverings on site.</p> <p>Floor markings will be in place for parents-painted on</p> <p>In EYC staff will place pushchair outside main entrance to place baby in pushchair for parent to collect.</p> <p>No access to parents through main entrance of EYC. Access will be via side gates with fitting of doorbells to side gate.</p> <p>Each age group to be collected directly from their room into the garden.</p> <p>Staff on all door duties to wear a face covering and not to communicate with parents or each other unless it is urgent</p>	SLT PJ	<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p> <p>Rotas drafted W/C Monday 6 June 2020 Jan 2021</p>
Staff Interaction Office Set up	Staff	Spread of Infection due to close contact	<p>Office desks not to be face to face</p> <p>No sharing of desks where possible-Each workstation to be assigned to an individual</p> <p>Office desks to be cleaned daily with extra attention</p> <p>Equipment to be on each desk-No sharing</p> <p>Remote Working for Staff Meetings-using TEAMS/Email</p>		<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>

			<p>PPE available for Staff use in communal areas.</p> <p>Phones will be wiped down after use</p>		
<p>Awareness of policies procedures Guidance</p>	<p>Staff Pupils Others</p>	<p>Inadequate information</p>	<p>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.</p> <p>Letter to be sent to all staff with copy of risk assessment-September, 2020</p> <p>All staff are able to access the following information on-line for up to date information on COCID-19</p> <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care <p>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)</p> <p>Staff who need to shield/isolate are given correct information and criteria</p> <p>Shielding/Clinically vulnerable Staff to work from home. Risk Assessments to be updated for individuals.</p> <p>BME/Pregnant Staff are specifically risk assessed prior to assigning duties.</p> <p>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.</p> <p>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.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they</p>	<p>SLT SMM PJ All Staff</p>	<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>

			must tell a member of staff if they feel unwell.		
Poor hygiene practice	Staff Pupils Others	Ill Health	<p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Pupils, staff and visitors will be asked 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.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</p> <p>Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</p> <p>Pupils are forbidden from sharing cutlery, cups or food.</p> <p>Disposable cutlery and cups may be used.</p> <p>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. This will be mornings, lunchtimes and after school each day. Touch points cleaned at lunchtimes.</p> <p>A senior member of staff arranges enhanced cleaning to be undertaken where required - advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</p>	SLT PJ SMM Staff Office	
Ill health Accidents Incidents Emergencies	Staff Pupils Others	Coronavirus Symptoms	<p>Read Walsall Outbreak Management Plan-July, 2020</p> <p>Identify all First Aiders and refresh knowledge</p> <p>Identify pupils/staff/parents who should shield/clinically vulnerable and agree controls</p> <p>Identify BME Staff and agree controls</p> <p>Check/Audit all First Aid Equipment and PPE- Weekly</p> <p>CPR guidance to be shared with all First Aiders</p>	SLT SMM PJ Staff	First Aider Updates September 2020 Jan 2021

		<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>We will ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u> or have tested positive in at least the last 10 days and ensure that anyone developing those symptoms during the school day is sent home.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Any person waiting to go home will be isolated in a well-ventilated room. Do we need to mention about wearing staff wearing PPE if needed in the room to supervise?</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Staff should continue to take a lateral test twice per week including each Sunday.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently</p>		
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tests positive or they have been requested to do so by NHS Test and Trace.

Staff members and parents/carers will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- If someone tests negative they can stop self isolating as long as they do not have symptoms.
- If someone tests positive, they should follow the guidance and continue to self isolate for at least 10 days and can return as long as they so not have symptoms other than cough or loss of sense of smell/taste which can last several weeks. Household members should continue to isolate for 10 days.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
- If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed

			<p><u>coronavirus (COVID-19) infection</u>. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> • If you and your household are isolating because you are experiencing coronavirus symptoms, you and your household are able to end self-isolation early if you receive a negative test. However, if you are isolating because you live with someone who has symptoms, you must continue to isolate for 10 days even if you receive a negative test. You may only end isolation early if the person with symptoms in your household receives a negative test. If you are isolating because you have been contacted by NHS Test and Trace or because you are required to under public health measures at the border, you must continue to isolate for 10 days even if you receive a negative test. <p>Do not change your support bubble. If someone in your support bubble tests positive or has symptoms follow the stay at home guidelines.</p> <p>For a child with shared custody both bubbles would follow the stay at home guidelines.</p>		
Spread of infection Ventilation	Staff Pupils Others	Lack of infection control	<p>Check all First Aid Equipment-Weekly</p> <p>Check all ventilation systems are in working order</p> <p>Staff to open doors/windows throughout the day</p>	<p>SMM PJ TK SLT Premises Staff</p>	

			<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Tas can do this or Site Staff called.</p> <p>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.</p> <p>Staff and pupils who are unwell do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</p> <p>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.</p>		
<p>Poor management of infectious diseases Hygiene</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<p>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 symptoms / suspected coronavirus.</p> <p>Handwashing facilities are in place for pupils, staff and parents in all areas</p> <p>Posters and signage are displayed</p> <p>Floor markings in place-internal and external for 1/2m distancing</p> <p>PPE available for all incidents, outdoor duties, pastoral support and nappy changing</p> <p>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.</p>	<p>SLT PJ Staff</p>	<p>Letter to Parent/Staff July 2020 Aug 2020 January 2021 March 2021</p>

			<p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The school is informed by pupils' parents when pupils return to school after having coronavirus - the school informs the relevant staff.</p> <p>Staff inform the headteacher when they plan to return to work after having coronavirus.</p> <p>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.</p>		
Lack of communication	Staff Pupils Others	Unsafe Practices	<p>The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The EYC staff report directly to the EYC Managers who will contact the Head Teacher.</p> <p>The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</p> <p>Schools put into place any actions or precautions advised by their local HPT.</p> <p>Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</p>	SLT Staff SMM	
Lack of effective cleaning Contamination on surfaces	Staff Pupils Others	Infection Control	<p>Reorganise all rooms for 1/2m distance measures</p> <p>Remove soft furnishings and unnecessary resources</p> <p>All hard surfaces to be cleaned/sanitised on a regular basis, this will include</p> <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. <p>All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</p>	PJ TK Premises Staff	Rotas drafted W/C Monday 6 June 2020 Jan 2021

			<p>Regular cleaning of surfaces will reduce the risk of spreading the virus.</p> <p>All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</p> <p>COSHH Assessments to be in place</p> <p>Complete Infection Control Policy</p>		
Statutory Tests and Inspection	Staff Pupils Others	Maintenance issues	<p>Statutory inspections to continue but with social distancing in place at all times.</p> <p>Check legionnaires.</p> <p>In-house inspections should continue to ensure the school remains as safe as possible-weekly</p> <p>Audit through WMBC and NASUWT Checklists</p>	PJ	
Contractors Visitors in school	Staff Pupils Others	Inadequate control measures	<p>Where contractors/Visitors are coming into school they must have up to date Risk Assessments and Method Statements.</p> <p>No person with symptoms to enter the building</p> <p>Sign in via our electronic system which saves track and trace information which is deleted after a set time</p> <p>Limit visitors to one door and use remote interaction where possible</p> <p>All visitors to wear face masks in public communal places around school</p> <p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no pupils or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p>	PJ TK	

			If they become aware of a contractor/visitor coming down with symptoms within 14 days of being at the school they must inform the school immediately.		
Deliveries and Collections Parking			Order larger quantities of supplies and arrange drop offs outside the building Use electronic booking and confirmation system Encourage drivers to remain in vehicles Clean all trolleys and delivery equipment regularly Site Staff to monitor deliveries am and pm Staff to park away from each other where possible		
Emergencies	Staff Pupils Others	Inadequate Control Measures	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. Review Fire Emergency Procedures and staff roles and let staff know Test Fire Safety systems/Exits-Weekly	SMM Staff CB	Fire Procedures in place.

This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.

Signature: 

Date; **8th March, 2021**