

**COVID-19**

<b>Covid related hazard?</b>	<b>Who might be harmed?</b>	<b>Existing controls</b> (What are you already doing?)	<b>Who is responsible?</b>	<b>Residual risk rating* L/M/H</b>	<b>Monitoring</b>
1. Arriving to school – large numbers of parents/carers and children in close proximity.	Pupils Staff Parents Others	<ul style="list-style-type: none"> <li>Parents/carers escort their children to specific entrances at the beginning of the school day and collect children from specific exits at the end of the school day to facilitate distancing.</li> <li>Groups/cohorts/bubbles arrive and exit school at different times.</li> <li>Parents/carers maintain social distancing when waiting to collect their child(ren)</li> <li>Parents/carers wishing to talk to staff must firstly use remote communication methods such as telephone, email or Microsoft Teams.</li> <li>Promote the wearing of face masks while on the school grounds</li> </ul>	SL/Leadership Team	M	All staff
2. Entering the school building – hygiene	Pupils Staff	<ul style="list-style-type: none"> <li>All visitors to school MUST wash or sanitise their hands upon arrival into the school building.</li> <li>Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)</li> </ul>	All staff	M	SL/Leadership Team
3. Children bringing equipment into school	Staff Pupils Others	<ul style="list-style-type: none"> <li>Minimal items permitted in school. Only lunch boxes, outdoor clothes, bags and mobile phones (stored in school office) permitted.</li> </ul>	All staff	M	SL/Leadership Team
4. Classroom organisation	Staff Pupils	<ul style="list-style-type: none"> <li>The classroom must be set up (where possible) with all desks forward facing and side-to-side seating.</li> <li>The teacher's desk must be kept away from the children's tables/desks.</li> </ul>	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> <li>Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use.</li> <li>Hand sanitizer available</li> <li>Children will be taught in their class 'bubble' and not mixed with other class bubbles.</li> <li>Bubbles will undertake lunch, morning and afternoon breaks together.</li> </ul>	All staff	M	SL/Leadership Team
5.Classroom Lessons	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils old enough to understand will be informed not to touch staff and their peers where possible.</li> <li>Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> <li>Unnecessary furniture will be removed from classrooms</li> </ul>	All staff	M	SL/Leadership Team
6.Use of school resources in individual bubbles	Staff Pupils	<ul style="list-style-type: none"> <li>Keep the use of resources to each allocated bubble.</li> <li>All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	All staff	M	SL/Leadership Team
7.Use of school resources shared between bubbles or classes	Staff Pupils	<ul style="list-style-type: none"> <li>Shared resources between bubbles or classes will be cleaned frequently and always between bubbles, and, where possible, 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.</li> </ul>	All staff	M	SL/Leadership Team
8.Taking items/resources home	Staff Pupils	<ul style="list-style-type: none"> <li>Unnecessary taking home of equipment / resources discouraged</li> <li>Reading books and school diaries will be moved between home and school, however a quarantine system will be in place.</li> </ul>	All staff	M	SL/Leadership Team
9.Assemblies Collective Worship	Staff Pupils	<ul style="list-style-type: none"> <li>Assemblies and acts of collective worship will only occur within class bubbles. Where possible, whole school attendance will be undertaken via secure online platforms such as Microsoft Teams.</li> </ul>	All staff	M	SL/Leadership Team

10.Educational Visits	Staff Pupils	<ul style="list-style-type: none"> <li>All outdoor educational visits will be risk assessed on an individual basis.</li> <li>Full suitable and sufficient risk assessments to be put in place for each visit.</li> </ul>	SL/Leadership Team	M	EXP
11.Pupils with SENDs	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils who have complex needs or who need close contact care, will continue as normal.</li> </ul>	All staff	M	SL/Leadership Team
12.Use of non-classteachers and other staff	Staff Pupils	<ul style="list-style-type: none"> <li>Non-classteachers and other staff will maintain social distancing and avoid close working.</li> <li>Enhancing cleaning of learning resources (see 7).</li> </ul> <p><b>Music tuition</b></p> <ul style="list-style-type: none"> <li>No sharing of woodwind instruments</li> <li>Good Ventilation required</li> </ul> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p><b>P.E.</b></p> <ul style="list-style-type: none"> <li>Outdoor sports where possible and contact sports avoided.</li> <li>Maximise distance between pupils.</li> <li>Equipment used will be scrupulously cleaned after each use.</li> </ul> <p>Indoor sports will be small groups only and social distancing carried out and all equipment cleaned after each group use.</p>	All staff	M	SL/Leadership Team
13. Before and After school clubs	Pupils Staff	<ul style="list-style-type: none"> <li>School run wrap around care provision will organise children within their class bubble.</li> <li>Where possible the same staff will provide care provision to reduce risk.</li> </ul>	Staff providers	M	SL/Leadership Team
14.Children requiring using	Pupils Staff	<ul style="list-style-type: none"> <li>Children will be regularly reminded of the importance of washing their hands after using the toilet and where</li> </ul>	All staff	M	SL/Leadership Team

the toilet in lesson times		<p>possible on their return to the classroom to use the hand sanitiser.</p> <ul style="list-style-type: none"> <li>• Toilet areas will be cleaned on a regular basis</li> </ul>			
15. Break times	Pupils	<ul style="list-style-type: none"> <li>• Children informed again of the importance of social distancing whilst outside.</li> <li>• Key Stage bubbles will have different break times.</li> <li>• Supervising staff must be socially distanced from each other at all times where possible.</li> </ul>	All staff	M	SL/Leadership Team
16. Break Times – Staff Room	Staff	<ul style="list-style-type: none"> <li>• The use of each staff room will be reduced.</li> <li>• Staff must sit at least 2 metres apart from each other.</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> </ul>	All staff	M	SL/Leadership Team
17. Lunch breaks	Staff Pupils	<ul style="list-style-type: none"> <li>• Rota system in place for children to eat a hot meal / sandwiches.</li> <li>• Class bubbles to consume their lunch in their classroom.</li> <li>• Lunchtime staff and kitchen staff to maintain social distancing where possible from children.</li> </ul>	All staff	M	SL/Leadership Team
18. First Aid – minor treatment	Staff Pupils	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face-to-face contact when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> <li>• Any dressings used to be double bagged.</li> </ul>	All staff	M	SL/Leadership Team
19. Intimate Care	Staff	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must: (as per their usual requirements)</li> <li>• Wear gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> </ul>	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>			
20. Use of Outside Gyms/fixed equipment	Pupils	<ul style="list-style-type: none"> <li>• Fixed outdoor equipment is not to be used.</li> </ul>	All staff	M	SL/Leadership Team
21. Poor hygiene practice	Staff Pupils Others	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• 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.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about</li> </ul>	Admin team/SL/ Leadership Team	M	EXP

		enhanced cleaning protocols is sought from the Health Protection Team /Public Health England			
22. Spread of infection	Staff Pupils Others	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• 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.</li> <li>• 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.</li> <li>• Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• 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.</li> </ul>	SL/Leadership Team	M	EXP
23. Covid-19 testing (Rapid antigen test)	Staff	<ul style="list-style-type: none"> <li>• Staff and adults working in school will be asked to voluntarily complete twice weekly Rapid Antigen Tests.</li> <li>• The purpose for this is so we are in a position to advise parents/carers and colleagues of anyone who has been in contact and subsequently needs to self-isolate, or if 'bubbles' need to be closed.</li> </ul>	All Staff and adults in school	H	Results are submitted to NHS England  SLT