

COVID RISK ASSESSMENT FOR SEPTEMBER 2021

- This risk assessment template is intended to support schools in their decision-making process and enable them to assess their site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools Guidance for full opening in Sept 2021 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> but must be adapted in order to give a clear narrative on the specific controls being put in place within your school to manage the risk from coronavirus.

As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation please monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Notes on completion:

- This risk assessment should be completed by the Head and SLT in consultation with staff.

Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.

- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment to meet your own individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Or alternative and equivalent control measures which you have put in place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.
- There may also be a requirement to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

Share the risk assessment


Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

- You may choose to publish the risk assessment on your website to provide a clear transparent approach to the wider school community.

Monitor and review

As the school returns continue to review how staff and students adopt to your controls, there will almost certainly be areas where the risk assessment will need review to reflect additional controls or risks which only became apparent as your operational activities and curriculum are delivered.

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2021			
Establishment: Peartree Way Nursery School	Assessment by: Deborah Willcox	Date: September 2021	
Risk assessment number/ref: Version 1	Manager Approval:	Date:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. Any existing individual risk assessments to be reviewed. See (if applicable) COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable	Ensure individual risk assessments are reviewed as necessary	HT	Ongoing	
				HT/SENCo	Ongoing	
				HT	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements are in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately and self-isolate. Children aged under 4 will not be advised to take a PCR test unless the positive case is someone in their own household.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly and take a PCR test (unless they are under 4 years old)</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p>		<p>Office Manager Support co-ordinator HT</p> <p>Staff Parents HT</p>	<p>Ongoing</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Children and young people aged under 18 years and 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal.</p> <p>From 16th August 2021, staff who are aged over 18 and 6 months and fully vaccinated (14 days following their second dose) NHS Test and Trace will contact those who have been identified as a contact and check whether there is a legal requirement for them to self-isolate. If they are not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the spread of COVID-19. See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Staff who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Positive case in school Refer to Outbreak Management Plan (September 2021) Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>Voluntary Lateral Flow Device tests are provided to all staff. Separate Risk Assessment completed 03/02/2021</p>		Office Manager HT	Ongoing	03/02/21

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
General Transmission of COVID-19 Ineffective hygiene protocols	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early Years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	Hand sanitiser points are around the building and grounds Staff alert to the fact that children need support with hand washing and sanitising. Staff to sanitise children's hands while they are waiting to come into school	Staff HT Support Co-ordinator	Ongoing	
General Transmission of COVID-19	Staff/ children / wider contacts	Documented cleaning schedule in place.		All staff	Ongoing	

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Ineffective cleaning	Spread of COVID 19	<p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron 	<p>All staff to support with cleaning touch points during the day</p> <p>Headteacher has reviewed our COSHH records to ensure all products are risk assessed.</p>	Headteacher	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> Wash their hands with soap and water once they remove their gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
General Transmission of COVID-19 Minimising contact and Maintenance of social distancing	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Bubbles/ Groups: Determine the nature and size of your distinct groups (bubbles) and document the approach being taken i.e. class bubbles, year group bubbles etc. (these should be as small as practicable to reduce transmission risk whilst delivering the full curriculum).</p> <p>Groups to remain clear and consistent. Document how these groups will be kept apart from others. Limiting interaction between groups by: Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. entrance area, resources room etc.;</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing to be maintained from other staff and adults as far as is reasonable.</p> <p>All staff to avoid close face to face contact and minimise time spent with others. Visitors to wear a face mask in enclosed environments. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc. and review controls to keep groups apart.</p> <p>Separate staff rooms for Pre-School and Nursery teams to allow for social distancing where possible. The sharing of staff is kept to a minimum across the bubbles but strict hygiene routines are maintained when this happens.</p>	<p>HT All staff</p> <p>HT Office Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	01.09.20

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		<p>DfE guidance states these will not be necessary in the classroom even where social distancing is not possible due to the use of consistent groups / bubbles, and greater scope for physical distancing by staff within classrooms.</p> <p>The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. (The HSE says that if staff choose to wear face coverings this should be supported by employers.) The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>Use of one way system where practical</p> <p>There are no extra-curricular clubs taking place.</p> <p>There is no hiring or letting of the school or the grounds</p> <p>There are no breakfast and afterschool clubs</p> <p>There are no visits planned until but when the situation will be reviewed. At that point we will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment.</p> <p>Singing and wind / brass instruments Cumulative aerosol transmission from both those performing in and attending events is likely to create risk. Staff sing with the children throughout the session but it can take place outside / or indoors with improved ventilation through the opening of windows and doors. Limit group size in relation to space, use larger rooms with high ceilings.</p>	<p>Face coverings are available for staff and it is their decision if they wear one during the session as EY interactions need eye contact and clear facial expressions to support children's social development. (Currently no-one has opted for this)</p> <p>One way system established for entry and exit from the school grounds. One way system is impossible indoors.</p>	HT	Ongoing	

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		<p>Aerosol transmission with volume and numbers of individuals within a confined space is likely to create additional risk. Accumulation of aerosols can also be limited by keeping the actual singing / playing time short.</p> <p>Activity to take place outside where possible.</p> <p>Singing will take place within the session in response to children's lead but the rooms are well ventilated and this may well take place outdoors. Each key group is capped at 14 but smaller impromptu groups will be singing together during the session</p> <p>Physical Activity Outdoor equipment to be wiped down using soap and water at the end of the day. Sandpit to be sanitised every Monday, Wednesday and Friday</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by morning and afternoon children. Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education AfPE have also published a model risk assessment for PE.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p>		Pre-School Lead/Nursery Teacher	On-going	
Access to & egress from site	Staff, Students / pupils / wider contacts	<p>Soft end to sessions implemented from April 2021 but no staggered entry times.</p> <p>Review access points, open up alternative gates.</p> <p>Allocate groups different times / entrance points.</p> <p>Communicate changes and allocated times to parents / pupils.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	<p>Staff on duty to monitor arrival / departure and site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors</p> <p>Only essential visitors will be allowed on the premises. Visitors are requested to wear a mask and evidence a negative LFD test if possible. Hand hygiene to be maintained regularly.</p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Parents instructed only to come onto premises by appointment or in event of an emergency</p> <p>Governors are briefed on school's arrangements for managing and minimising risk, including the need to maintain distance from other staff and pupils.</p> <p>All visitors to wear a face covering whilst moving around the premises and preferably at all times. Professionals will also be expected to adhere to this but individual assessments will take place depending on the need of the contact.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors for 21 days to aid track and trace. (Name, contact phone number, date of visit arrival / departure time)</p> <p>Signage in reception regarding good hygiene.</p> <p>Staff / pupils</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.				
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Classroom resources which are shared within groups are cleaned regularly. Those shared across groups must be cleaned between use.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Use of shared resources between groups to be minimised, resources allocated to groups. Otherwise all resources shared across groups must be cleaned before /after use or 'quarantined' and left unused (for 48hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of session routines for staff.</p> <p>Schools to ensure anti-bacterial wipes are available in all rooms and teacher to ensure staff wipe down after use.</p>		<p>All staff Cleaners</p> <p>All staff</p> <p>Nursery/Pre-School lead</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Staff are to maintain a safe distance between each other</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible) There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE October guidance</p>	SLT open windows every morning	<p>All staff</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing. Opportunities offered to work from home when possible e.g. PPA.</p> <p>Break / Playgrounds Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different group or left for period of 48 hrs (72 hrs for plastic) between use by different groups. Pupils should wash / sanitise their hands before and after use.</p>	<p>Use high level windows where available to minimize drafts</p> <p>Encourage outdoor learning for all</p> <p>Second staffroom established</p> <p>Staff to wipe down equipment between sessions. Children will be encouraged to sanitise their hands when outdoors but this should not interrupt their play activities.</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p>	
Lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p>	<p>All lunch staff support children with positive hygiene skills</p> <p>Waste food stays within the lunchbox for parents to dispose of. Staff are</p>	Lunch staff	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.	responsible for their own waste.	All staff	Ongoing	
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	Encourage walking / cycling to school Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. Guidance on how to wear and make a cloth face covering is available. Where business travel via car is required use private single occupancy where possible. Wash / sanitise hands on re-entering the building.				
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. Site inductions are to be carried out following social distancing principles. Schools to seek confirmation of the contractors method statement / risk assessment.		SLT		
Provision of first aid	Staff, Students / pupils / wider contacts	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wear gloves but wash hands before / after treatment.	First Aid at work training to be accessed by two staff on 17.09.2020	All First Aid trained staff Office Manager	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	<p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	No outstanding training for PFA – monitored by Office Manager			
Provision of personal care	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	<p>PPE is available in areas where children are changed</p> <p>Stocks to be replenished as necessary</p> <p>HT Office established as safe base for child/adult whilst waiting to be collected</p>	<p>Office manager</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p>	
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Maintain groups / bubbles at assembly points.</p> <p>Increased supervision and reiteration of messages to occupants</p>	<p>Fire and Lockdown drills scheduled</p> <p>Maintenance records updated</p>	<p>HT</p> <p>HT</p>	On-going	
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>		All staff		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational</p> <p>Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>		SLT	Ongoing as per monitoring schedule	
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site and updated as appropriate.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p>	Regular discussions have resulted in contributions to this plan but final copy shared with staff at meeting on 2 nd Sept 2021	HT	Plan will be reviewed regularly	02.09.21

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

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