

## COVID-19 Risk Assessment

This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance.

In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises.

When completing this document please consider the following control measures:

- Eliminate – can the task or situation be avoided or how can we eliminate the risk to the best of our ability? ○ Substitute – where a face to face meeting is arranged, can this be substituted with a ‘teams’ meeting? ○ Engineered – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
- Administration – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- PPE – PPE garments such as aprons and face masks could be considered.

Completed by:	Mark Lunn, Headteacher at Wellsprings Primary School
Date:	31.07.20; updated 18.08.20, 19.08.20, 10.11.20, 04.01.21, 03.09.21, 01.11.21

What is the hazard/concern?  Have you considered:	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
Social Distancing	<ul style="list-style-type: none"> <li>• Ongoing reminders to staff verbally, through regular contact and signage around school.</li> </ul>	<ul style="list-style-type: none"> <li>• Training for all staff during week beginning</li> </ul>	All staff/ parents/ carers	03.09.20 01.11.20	03.09.20 01.11.20

Schools should minimise contact between individuals and maintain social distancing wherever possible while delivering a broad and balanced curriculum. How have

Reminder throughout the term of key routines.  
Staff reminded with guidance update OCT 2021

<p>you organised the pupils to maintain consistent groups/bubbles?</p> <p>What controls do you have in place to ensure that social distancing is maintained?</p> <p>Have you considered the following?</p> <p>Staff and children to be reminded daily on the importance of social distancing in the workplace and outside.</p> <p>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone so that it is less than 15 minutes at most.</p> <p>Consider using barriers or screens to help maintain social distancing in customer facing positions eg offices</p> <p>Teams to be used to replace face to face meetings where possible</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Social distancing also to be adhered to in staffroom areas</p> <p>Start and end of day Have you considered: Staggered start and end times to reduce footfall on the school site where possible</p> <p>Breaktime Have you considered: Staggered breaks to reduce children together at any one time</p>	<ul style="list-style-type: none"> <li>• Each bubble will use designated areas of the school at separate times.</li> <li>• <b>Staggered time drop offs and pick-ups arranged for each bubble of children and separate entrances for these drop offs. These times do not eat into the learning time. These have been communicated with parents. A staff member for that group will be on gate duty to monitor who is coming in.</b></li> <li>• If a child arrives after gates are closed they buzz through to the office. The office will meet them at the gate an escort to bubble. They will not go in with the child.</li> <li>• <b>There will now be bike storage available.</b></li> <li>• <b>Brief face to face conversations with one parent/carer at designated entrance point for that bubble when children dropped off. All other communication through email or phone</b></li> <li>• <b>Distance lines painted on ground to ensure adhered to at drop off and pick up time.</b></li> <li>• <b>Firm expectations shared around ensuring drop off times are adhered to.</b></li> <li>• <b>No face to face meetings inside the building with external agencies (unless deemed essential or timetabled) or parents – use of email or phone or virtual conferencing instead.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring and review of systems in place as they are untried.</li> <li>• Once children return to school (from 07-09-20), a first priority will be to ensure new routines, inc social distancing, are well embedded on day one and regularly revisited.</li> <li>• Children to be taught appropriate playground games in class to play outdoors to support social distancing and lack of equipment as they return to school.</li> <li>• EHCP risk assessments for EHCP pupils – reviewed regularly</li> <li>• Behaviour policy review and share with Governors, parents/carers, staff and pupils.</li> <li>• Social distancing posters to be put up around the school</li> <li>• Investigate alternative arrangements for bike storage that will adhere to social distancing rules</li> <li>• Clear timetable in place for all classes to stagger entry, playtime, lunch and home time.</li> <li>• Headteachers can apply the DfE guidance that “All teachers and other staff can operate across different classes and year groups in order to</li> </ul>			
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Closing off play equipment eg, trim trails, climbing frames  
Classroom  
Have you considered:

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<p>Encouraging outside learning to reduce numbers in the classroom</p> <p>Re-arranging desks to increase space if possible</p> <p>Children remaining in the same groups all day to reduce contact with others</p> <p>Cancelling classes/activities with a high level of mixing/contact ie, sporting activities, choir etc It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. How will this work in your school to enable a return to full capacity in the autumn term?</p> <p>How will you avoid groups mixing across the week and the term?</p> <p>Children remaining in the same groups all day to reduce contact with others.</p> <p>Groups should be kept apart where possible.</p> <p>Have you considered how this will work in your school to enable a return to full capacity in the autumn term?</p> <p>How will you avoid groups mixing in the autumn term?</p> <p>Control the number of staff onsite at any one time where possible. Consider how further use of Teams/IT can facilitate communication with staff and parents, and remote working?</p>	<ul style="list-style-type: none"> <li>• <b>Playground timetables for break and lunchtimes for different key stage. Key stage children will mix outside-but classes will be kept separate inside as much as possible.</b></li> <li>• <b>Children made aware, through training on Day 1 of social distancing and expected to follow this guidance.</b></li> <li>• All classrooms (except EYFS) rearranged to allow for greatest amount of social distancing. Children to remain seated unless they have permission and supervision to move. Pathways through classrooms agreed with children.</li> <li>• <b>Children will only bring water bottle, lunch box, PE kit and sunhat/coat.</b></li> <li>• Each group to have dedicated resources used only by them.</li> <li>• <b>Adults to support toileting routines.</b></li> <li>• Packed lunches to be eaten in classrooms at own desks or outside.</li> <li>• <b>Lunches will be eaten in the hall-classes kept separate with reduced numbers in the dining area.</b></li> <li>• <b>Wet play – children to stay in class in their places and carry out quiet activities.</b></li> <li>• Seating children side by side and forward facing, rather than face to face or side on.</li> </ul>	<p>facilitate the delivery of the school timetable.”</p> <ul style="list-style-type: none"> <li>• PPA teachers/HLTAs can teach across different groups and TAs can support in different groups.</li> <li>• Staff will be supported in distancing within classes/groups or when with individuals.</li> <li>• PPA time can be taken out of school.</li> <li>• In particular, one person working with a lot of individual pupils from different bubbles in turn should be mitigated where possible (Eg 1:1 reading).</li> <li>• Children unable to attend school will still have access to platforms where work will be uploaded for them. Move unnecessary furniture out of classrooms to make more space.</li> </ul> <p><b>Wearing of face coverings in communal spaces by staff and if appropriate in class.</b></p> <p><b>Adoption of routines in November 2021- eg continue with staggered starts/lunches; lunches to remain in the hall, but bubbles/classes kept separate; separate</b></p>			
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<p>Has the school made adaptations to the classroom</p>		<p>break/lunches; no face-to-face meetings (ag hall and assemblies); limit staff in staffroom (which has been maintained); continued use of face coverings.</p>		<p>01.11.20</p>	<p>01.11.20</p>
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What is the hazard/concern?  Have you considered:	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
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<p>Hygiene</p> <p>What measures do you have in place to maintain hygiene not only for staff working and children but for all visitors to the school?</p> <p>Have you considered the following? Ensuring that adequate facilities for hand hygiene are available and are stocked</p> <p>Have you considered turning off hand dryers? Paper towels used for the drying of hands</p> <p>Gel sanitisers in any area where hand washing facilities are not readily available</p> <p>Employees and children to be reminded on a regular basis of hand hygiene</p> <p>Staff instructed not to share equipment, where practical</p> <p>All equipment is wiped down at the start, end and at regular intervals during the working day</p> <p>Tissues will be available throughout the workplace</p> <p>Open windows to ensure good ventilation in the classrooms</p> <p>SLT to liaise with site staff to ensure the safety of the site</p> <p>Checks to be carried out by leadership teams to ensure procedures are being followed.</p> <p>Have you considered turning off water fountains?</p>	<ul style="list-style-type: none"> <li>• <b>Soap provided for handwashing in classrooms and toilets.</b></li> <li>• <b>Hand sanitiser available in all areas and by each entrance to school.</b></li> <li>• <b>Hand sanitiser available at front desk and in staff rooms for staff and visitors.</b></li> <li>• <b>Hand dryers to be turned off and paper towels provided.</b></li> <li>• <b>Paper towels are available in classrooms for drying hands.</b></li> <li>• <b>Water fountains will all be turned off. Children need to bring a filled water bottle from home.</b></li> <li>• <b>Staff to regularly remind children to wash hands at strategic times during the day for 20 secs.</b></li> <li>• <b>Children also receive regular reminders not to touch eyes, nose, mouth and face.</b></li> <li>• <b>Tissues available in all classrooms.</b></li> <li>• <b>Rooms well ventilated with all classrooms having doors and windows opening to the outside of the school.</b></li> <li>• <b>School has been thoroughly cleaned and cleaning hours have been maintained.</b></li> </ul> <p><b>The Cleaning staff will have increased hours dedicated to a more thorough</b></p>	<ul style="list-style-type: none"> <li>• COSHH risk assessments are ongoing.</li> <li>• Posters to show correct way to wash hands in all areas</li> <li>• An additional appendix to school rules has been added to deal specifically with hygiene practices around COVID 19 eg 'Catch it, Bin it, Kill it'.</li> <li>• Amendment to day to day expectations as outside doors will be kept open- parents need to be informed of this</li> <li>• Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups (eg toilets, staff room, office).</li> </ul> <p>Staff advised to clean toilet areas before use and after in relevant toilet areas.</p> <p><b>Adoption of routines in November 2021- eg regular cleaning of communal spaces.</b></p>	<p>SLT Staff</p>	<p>02.09.20</p>	<p>02.09.20</p>
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				01.11.20	01.11.20
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<p>Have you considered bins for contaminated waste eg tissues, hand wipes etc?</p> <p>Have you considered turning off fans and air conditioning units?</p> <p>Do site staff working hours need to be reviewed? Longer opening hours?</p> <p>Are additional key holders required?</p> <p>Cleaning</p> <p>What cleaning processes are in place following closure? Will there be a deep clean of the school before children return?</p> <p>Have you considered closing off parts of the school to reduce the cleaning required?</p> <p>Have you considered what products are used?</p> <p>If additional products are used are COSHH files up to date?</p> <p>Have suitable and sufficient cleaning products been purchased?</p> <p>Have you considered using disposable cloths for cleaning surfaces?</p> <p>Have you considered if PPE is required for cleaning staff?</p> <p>Daily Cleaning</p>	<p>clean as well as continuing existing routine</p> <ul style="list-style-type: none"> <li>• Use guidance below for washing equipment in school after a suspected case of COVID 19 <a href="https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings</a></li> <li>• <b>Small range of cleaning equipment available in all classrooms: wipes, spray, paper roll, cloths, hand sanitiser. We need this for extra classrooms.</b></li> <li>• <b>All bins will be emptied at the end of each day except for sanitary waste bins.</b></li> <li>• <b>Office staff to only work on their own designated work station</b></li> <li>• Devices allocated to bubbles and use limited to an individual child during a day. Wiped down at end of session</li> <li>• <b>Photocopier after each use, the keypad, top and drawer will need wiping with antibac wipe. Door handle will need wiping on exit.</b></li> <li>• <b>Cleaning staff to come in during the summer holidays to carry out a deep clean.</b></li> </ul>				
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How will you manage cleaning of high-risk areas throughout the day?

- o Door handles
- o Bannisters
- o Kettles
- o Taps

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<ul style="list-style-type: none"> <li>o Switches o Phones</li> <li>o Laptops/IT equipment</li> <li>o Printers o Signing in systems</li> <li>o Photocopiers</li> </ul> <p>Will there be a deep clean of the school before children return?</p> <p>Will a deep clean take place over the summer?</p>					
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>First Aid and personal care/toilet management plans What first aid provision and procedures are in place?</p> <p>Have you considered any revised first aid requirements in view of the changing working patterns?</p> <p>Identify a room that poorly children can be kept in until parents come to collect them</p> <ul style="list-style-type: none"> <li>o With closing door</li> <li>o Window for ventilation</li> <li>o Close to toilets</li> <li>o Make sure staff know to use this space</li> <li>o Ensure hand washing procedures are in place</li> </ul> <p>Ensuring first aiders are aware of the latest government guidance and requirements</p> <p>Qualifications – note that current guidelines have granted qualified first aiders a three month extension to existing certificates due to expire after 16th March 2020 Government guidance for first responders  <a href="https://www.gov.uk/government/publications/novelcoronavirus-2019-ncov-interim-guidance-for-first-">https://www.gov.uk/government/publications/novelcoronavirus-2019-ncov-interim-guidance-for-first-</a></p>	<ul style="list-style-type: none"> <li>• <b>Adults supporting children with changes after wet or soiled accidents must support from a social distance where possible (giving verbal instructions/support). If personal care/support is needed, adults must wear disposable gloves, aprons and a face shields. The PPE must be disposed of as stated for first aid (see below)</b></li> <li>• <b>Staff have access to PPE for supporting children where needed (aprons, gloves, face shields. Staff should avoid personal contact where possible and support verbally from a distance. Where PPE is used, staff should follow the following government guidance when putting it on/taking it off. Links to the left-hand column.</b></li> </ul>	<p>Staff advised to clean toilet areas before use and after in relevant toilet areas.</p>	<p>ML  Staff</p>	<p>01.09.20 01.11.20</p>	<p>01.09.20 01.11.20</p>
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[responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov](#)

**Poster instructions for putting on and taking off PPE will be available in key areas around the school.**

- **There will always be a paediatric first aider on site**
- **First aid treatment should be self-administered by children where possible e.g. a child with a grazed knee will be supervised by an adult (socially distanced) to clean the graze themselves.**
- **Where children need treatment from an adult, the adult are advised to put on PPE. Disposable PPE such as aprons and gloves should be put in a tied bag labelled with contents and date for 72 hours before being disposed of.**
- **An isolation area (HT's room) will be used and a staff member wearing PPE where there is concern a child may be showing symptoms of the virus. If a child becomes ill, this will be where they will be isolated until collected. The office will inform parents that the child needs immediate collection and then when the parent arrives at school they will await there child at the main entrance gate. The staff supervising in PPE will take the child around the outside of the building to the entrance gate to hand over.**
- **PPE equipment is available in school should it be required as described below.**
- **DfE guidance: The majority of staff in education settings will not require**

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	PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.				
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?

<p>Premises Management</p> <p>Compliance checks must be up to date before children return – is this in place?</p> <p>Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible?</p> <p>Please also take note of the guidance updates outlined by the DfE  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p>Do you have sufficient site staff to ensure the site is safe before children return?</p> <p>Is all servicing up to date eg, fire extinguishers, boilers etc?</p> <p>Have checks been completed on the fire alarm?</p> <p>Are all fire doors operational?  Are all fire escape routes clear?</p> <p>Do any changes need to be made to your fire evacuation procedures?</p>	<ul style="list-style-type: none"> <li>• <b>Caretaker continuing with daily, weekly, monthly checks</b></li> <li>• <b>Caretaker to do checks before staff/children enter buildings.</b></li> <li>• <b>Fire checks to continue as per normal.</b></li> <li>• <b>All annual tasks up to date on RiskMonitor</b></li> </ul>	<ul style="list-style-type: none"> <li>• Site walk to be completed by ML/school caretaker</li> <li>• Recommission all systems before reopening, as would normally be done after a long holiday period</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>• gas</li> <li>• heating</li> <li>• water supply</li> <li>• mechanical and electrical systems</li> <li>• catering equipment</li> </ul> <ul style="list-style-type: none"> <li>• Review evacuation procedures with all staff and children, considering social distancing rule.</li> <li>• Please ensure you complete a practice evacuation soon in the Autumn term to test your arrangements and remind current</li> </ul>	<p>ML JW</p>	<p>01.09.20</p>	<p>01.09.20</p>
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<p>Do any changes need to be made to your lock down procedures?</p> <p>Do any Personal Emergency Evacuation Plans need to be updated?</p> <p>Have all water systems been checked and flushed through following the site closure?</p> <p>Ensure all the usual pre-term building checks been undertaken to make the school safe?</p> <p>Is all servicing up to date eg, fire extinguishers, boilers etc?</p> <p>Ensure checks been completed on the fire alarm?</p> <p>Are all fire doors operational?</p> <p>Are all fire escape routes clear?</p> <p>Do any changes need to be made to your fire evacuation procedures? Do any changes need to be made to your safeguarding lockdown procedures?</p>		<p>and any new children of the procedures.</p> <ul style="list-style-type: none"> <li>• Review safeguarding lockdown procedures with all staff and children considering social distancing rule.</li> </ul>			
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>Contractors on Site Contractors will be required to attend the school site to undertake certain repairs or compliance tasks – how will these be managed?</p> <p>Have you considered the following?</p> <p>Only business critical tasks to be completed</p>	<ul style="list-style-type: none"> <li>• social distancing and <b>hand washing has been expected, maintained and the activity has been safe.</b></li> <li>• <b>Any sanitising needed after the visit has been undertaken.</b></li> </ul>	<p>All visitors or contractors should be provided with an overview of the site controls/rules related to Covid-19.</p> <p>All visitors to the school must sign in and out. It is important to know, with the implementation of</p>	<p>ML JW KM JV</p>	<p>01.09.20</p>	<p>01.09.20</p>
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<p>Gel sanitisers in any area where hand washing facilities are not readily available</p> <p>Ensure social distancing guidance is followed</p> <p>Site staff to monitor the completion of work - possible changes to working hours may be required</p>		<p>Test and Trace, who has visited and which staff or pupil groups they have had contact with.</p> <p><b>Track and trace form to be completed prior to visiting school.</b></p> <p><b>Adoption of routines in November 2021- eg limit visitors on site; to wear face coverings; logged Track and trace.</b></p>		<p>01.11.20</p>	
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>Office Spaces</p> <p>What procedures are in place for the safe running of the main school office?</p> <p>Have you considered the following?</p> <p>Restricting staff and pupil access to the office area - knock and wait system?</p> <p>Staff to adhere to social distancing guidelines – working from home if possible?</p> <p>Could the office team work on a rota basis?</p> <p>Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc</p> <p>Have you considered how you will manage visitors to the school?</p> <p>Have you considered one person signing in all visitors to reduce touch on the signing in system?</p> <p>If the above is not possible, is there procedures in place to wipe down the screen after each use?</p>	<ul style="list-style-type: none"> <li>• Maximum of 2 staff in front school office to enable social distance.</li> <li>• <b>Workstations should be cleaned at the start and end of every day with antibac wipes and where possible staff should stick to their designated stations.</b></li> <li>• <b>Shared areas are cleaned before use by user using wipes which are to hand.</b></li> <li>• <b>Non admin staff will have limited access and photocopier is no longer situated in the office space.</b></li> <li>• <b>Any equipment used (phone, keyboard) will be wiped down at start middle and end of day)</b></li> <li>• <b>No face to face communication except with screen across</b></li> <li>• <b>No face to face meetings with parents inside school. Parents advised that communication with school should be via phone or email.</b></li> <li>• <b>Face to face meetings with external agencies is extremely limited and alternative methods of communication used instead.</b></li> </ul>		<p>KM JV ML</p>	<p>01.09.20</p>	<p>01.09.20</p>
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<p>Do you have procedures in place to ensure social distancing when visitors arrive at the school?</p> <p>Discourage parents from visiting the office – restrict to phone and email</p> <p>How will the lobby/waiting area work?</p> <p>Is the school office cashless?</p> <p>Have you considered how you will manage late arrivals?</p> <p>Have you considered how you will manage parents bring in items late ie, lunchboxes etc? Will this still be allowed?</p>	<ul style="list-style-type: none"> <li>• <b>The school operates a cashless system for Parents. Staff will be able to pay for any items necessary via an online payment system.</b></li> <li>• Late arrivals after extended period of drop off will not be able to access school. They will be met at the gate by office staff and escorted outside to their bubble</li> <li>• <b>Parents can drop off lunch boxes or other essential items at the outer foyer. Our staff will take them to the class door but not enter a Bubble and wash hands immediately afterwards.</b></li> <li>• <b>Any visitors allowed into school will be asked to wash their hands use the hand sanitizer on arrival.</b></li> </ul>				
<p>Deliveries</p> <p>What controls do you have in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries?</p> <p>Have you considered the following?</p> <p>Consider how orders are placed to reduce the need for frequent deliveries</p> <p>Consider how the deliveries are received and what access drivers will have to the school site</p> <p>Ensure hand washing/hand gel facilities are available</p>	<p>Deliveries to the main office – one person drops off at a time in foyer.</p>		<p>JV KM</p>	<p>01.09.20</p>	<p>01.09.20</p>
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>IT Equipment How will you manage IT equipment throughout the school?</p>	<ul style="list-style-type: none"> <li>• <b>Whiteboards not to be used interactively unless cleaned after each session use.</b></li> </ul>		All staff	ONGOING	
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<p>Are children able to use the same piece of IT equipment during the day to avoid the spread of germs? o Ensure laptops/tablets are wiped down after each use o Whiteboards to be cleaned twice a day</p>	<ul style="list-style-type: none"> <li>• <b>Telephones in rooms to be wiped regularly throughout the day.</b></li> <li>• <b>Staff to use their own laptops which are single user.</b></li> <li>• <b>Photocopier will only be accessed from outside. After each use, the keypad, top and drawer will need wiping with antibac wipes. Door handle will need wiping on exit.</b></li> </ul>				
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<p>What is the hazard/concern?  Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>
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<p>Classrooms</p> <p>How will you manage items/equipment in the classroom? Have you considered the following?</p> <p>Before school returns, try to minimise the equipment in the classroom to what is essential to avoid daily cleaning</p> <p>Have you considered removing hard to clean items such as soft furnishings and soft toys?</p> <p>Children allocated their own equipment to reduce sharing eg, named pencil, rubber etc</p> <p>Children to bring in their own named drinks containers for the day</p> <p>Have you thought about how you will manage reading books in the classroom? o Use of e-books o Weekly book bag/tray so the</p>	<ul style="list-style-type: none"> <li>• Staff have prepared rooms by removing soft furnishings &amp; soft toys.</li> <li>• Surplus equipment in classrooms has been removed</li> <li>• High use equipment is identified at the end of the day to be cleaned.</li> <li>• Each child in KS1/2 has their own tray to keep their own equipment, in which is not to be shared. In EYFS and Nursey/FS, there will be clear places for children to put their things</li> <li>• <b>Children to sit in same place every day. In EYFS/nursery this will not be the case and setting will facilitate EYFS provision. There will be strict cleaning and storage of equipment</b></li> <li>• <b>Children bring in named drink bottles, wear PE kits on PE days but no other equipment from home except lunch box.</b></li> <li>• <b>Younger children and children with medical needs may keep a carrier bag of spare clothes in school in case of accidents.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Agree arrangements for providing feedback, including marking children’s books and responding to home learning?</li> </ul> <p><b>Wearing of face coverings in communal spaces by staff and if appropriate in class.</b></p> <p><b>Adoption of routines in November 2021- eg limit the access to equipment in classes (eg weekly rota in EYFS); use materials on tables and keep table positions; no setting/mixing of classes for the two week period.</b></p>	<p>ML</p> <p>All staff</p>	<p>03.09.20</p> <p>01.11.20</p>	<p>03.09.20</p> <p>01.11.20</p>
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	<ul style="list-style-type: none"> <li>• Children to use their own work space for their exercise books to reduce multiple handling.</li> <li>• Small groups of younger children will be given a box of resources which will be used on a rota basis with quarantine time of at least 72 hours in between use.</li> <li>• Online reading scheme used by school (since Summer 2020) to avoid books being taken home and being returned.</li> </ul>				
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>
<p>Lunches/Lunchtime</p> <p>How will you manage lunch service across the school? Have you considered the following?</p> <p>Reducing the menu options to one main meal and a packed lunch option to simplify lunch service</p> <p>Staggered lunch times</p> <p>The use of disposable containers/cutlery for hot meals</p> <p>Delivering meals to the tables to reduce the need for children to queue</p> <p>Packed lunches to be eaten in the classrooms – alternative areas</p> <p>Have you agreed procedures for hand washing before lunch?</p>	<ul style="list-style-type: none"> <li>• Children will bring own packed lunch eat sandwiches in classrooms in their own bubble. FSM will be provided with a packed lunch from BAM.</li> <li>• <b>Tables wiped down before and after lunch.</b></li> <li>• <b>Children reminded throughout the day about handwashing times including before and after lunch.</b></li> <li>• <b>Drinks bottles will be refilled from tap within the class.</b></li> <li>• <b>Children eat in dining hall, within their own class.</b></li> </ul>	<p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).’</p> <p><b>Adoption of routines in November 2021- eg continue with staggered starts/lunches; lunches to remain in the hall, but bubbles/classes kept separate; separate break/lunches.</b></p>		01.09.20	01.09.20
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>Shared Staff Areas</p> <p>How will you ensure good hygiene and social distancing in staff areas?</p> <p>Have you considered the following?</p>	<ul style="list-style-type: none"> <li>• Use of staffroom- lunch time rotas to support staff to enable social distancing at key times to avoid overcrowding.</li> </ul>	<ul style="list-style-type: none"> <li>• All lunchtimes and playtimes will be staggered for all bubbles therefor flow of staff in the</li> </ul>	All staff		01.06.20
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<p>Dishwasher to be used where possible</p> <p>Minimising the movement of staff between areas</p> <p>Effective cleaning of work areas throughout the day</p> <p>Staggered use of the staff room at break and Lunchtimes</p>	<ul style="list-style-type: none"> <li>• <b>Staff to have their own mug/cup and means of drying their cups/mugs which they will store in their class/space.</b></li> <li>• <b>Paper towels are used.</b></li> <li>• There is a maximum number of 7 adults allowed in the space.</li> <li>• <b>The staff room is a space that is cleaned regularly throughout the day.</b></li> <li>• <b>Staff encouraged to have their lunches outside wherever possible.</b></li> </ul>	<p>staffroom should be minimal.</p> <ul style="list-style-type: none"> <li>• Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</li> </ul> <p>Wearing of face coverings in communal spaces by staff and if appropriate in class.</p>		01.11.20	01.11.20
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>Breakfast and After School Clubs</p> <p>Do you have procedures in place for breakfast and after school clubs?</p> <p>Have you considered the following?</p> <p>Can these clubs still go ahead safely?</p> <p>Do these clubs need to be cancelled until further notice?</p> <p>Will you need to use alternative rooms/spaces for this to take place to ensure social distancing?</p> <p>Have you considered reducing pupil numbers attending where possible?</p> <p>How will you provide food and drinks during breakfast club?</p> <p>How will parents drop off children in the morning?</p>	<p>Currently not up and running, this will be reviewed in the Autumn term.</p>	<ul style="list-style-type: none"> <li>The DfE states “Schools can keep pupils in class groups for the majority of the time in school, but allow mixing into wider groups for specialist teaching, wraparound care or transport.” Siblings may be in different class groups but can be in the same wraparound care group.</li> </ul> <p>Breakfast club up and running- bubble groups retained with designated spaces and resources to identified groups.</p> <p>Maximum numbers keep these groups to a small and regular number.</p> <p><b>Adoption of routines in November 2021- eg continue to limit the number of places- keep classes separate at the clubs; all additional clubs (eg sporting clubs) will be postponed until the additional two-week period has been satisfactory.</b></p>	<p>SLT Breakfast/After school club staff</p>	<p>25.09.20 to review.</p> <p>01.11.20</p>	<p>01.11.20</p>
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<p>How will parents collect after school?</p> <p>Have you considered staggered drop off and collection times?</p> <p>Do you have procedures in place for cleaning high risk touch points?</p>		<p>Wearing of face coverings by parents/carers on site. Continued guidance to parents about wearing masks visible.</p> <p>After School Club to be up and running Spring 2021- bubble groups retained with designated spaces and resources to identified groups. All groups to be based in the hall together.</p> <p>Maximum numbers keep these groups to a small and regular number. Access via the side patio adjacent to the hall.</p> <p><b>Adoption of routines in November 2021- eg continue with face coverings.</b></p>		<p>14.11.20</p> <p>04.01.21</p>	<p>14.11.20</p> <p>06.01.21</p>
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

<p>General Further areas to consider.</p> <p>Have you considered the following?</p> <p>Registers to be open longer? Staggered by year group?</p> <p>Discouraging parents from gathering at the school gates?</p> <p>Entrances manned by staff – only How to reduce any unnecessary visitors to the school?</p> <p>Limiting face to face meetings?</p>	<ul style="list-style-type: none"> <li>• <b>Staggered drop off and pick- ups which will reduce social mixing &amp; distancing.</b></li> <li>• Mixture of arrangements for assemblies including live stream, internal videos, class assemblies.</li> <li>• Risk assessments carried out for children with EHCP. These will be sent to Somerset County Council and will be reviewed monthly.</li> <li>• Any medication will need to be given to office staff who will collect from the gate. Parents will need to sign the consent form. Office staff will take the medication to the relevant</li> </ul>	<ul style="list-style-type: none"> <li>• If further children with EHCPs return to school, carry out risk assessment before child returns to school. <i>Wearing of face coverings by parents/carers on site. Continued guidance to parents about wearing masks visible.</i></li> </ul> <p><b>Adoption of routines in November 2021- eg continue with staggered starts/lunches; lunches to remain in the hall, but bubbles/classes kept separate; separate break/lunches; no face-to-face meetings (ag hall and assemblies); limit staff in staffroom (which has been maintained); continued use of face coverings; virtual meetings wherever possible (eg assemblies, meetings with parents).</b></p>	<p>SENDCo</p>	<p>Ongoing</p> <p>14.11.20</p>	<p>14.11.20</p>
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<p>Alternative ways for holding staff meetings?</p> <p>Meetings held via Teams where possible?</p> <p>Do you procedures in place for class worship? Have you considered one-way systems for corridors where possible?</p> <p>Have you considered using signage around the school and the grounds?</p> <p>Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs?</p>	<p>bubble and hand to a member of staff outside.</p>				
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>
<p>Children</p> <p>Attendance: The DfE guidance is clear that all pupils should attend school; this should be recorded and followed up, and sanctions can be issued as normal.</p> <p>A small number of pupils may be unable to attend due to public health advice for themselves or their family, or because they have had advice from a health professional to this effect.</p> <p>Behaviour. Adverse experiences, lack of routines, and access to/support with home learning may have had a considerable effect on pupils when they return to school and routines and expectations will be very different.</p>	<ul style="list-style-type: none"> <li>• <b>Follow Behaviour Policy Adendum- this has been updated again (July 2020) and will be shared with parents/carers.</b></li> <li>• <b>Schools should ensure that pupils are supported with anxiety, loss, social, emotional and mental health concerns through whole class activities, small group support and referral where appropriate, particularly for those pupils with additional needs.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Make expectations clear whilst building the trust and confidence of parents. This may include discussions, visits and calls. Involve the local authority if this approach is not effective, and fixed penalty notices may be issued as a last resource.</li> <li>• Schools will need to provide access to remote education for any pupil that is unable to attend.</li> </ul>	<p>Staff</p>	<p>07.09.20</p>	<p>07.09.20</p>

What is the hazard/concern?  Have you considered:	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
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<p>Safeguarding</p> <p>Will all staff be updated with KCSIE (September 2020), and the Safeguarding and Child Protection Policy 2020?</p> <p>Assess/provide support to children returning in September?</p>	<ul style="list-style-type: none"> <li>• <b>The coronavirus (COVID 19) safeguarding in schools, colleges and other provider’s guidance and the addendums to the Policy should be referred to.</b></li> <li>• <b>Continue to support and monitor the safety and wellbeing of children who have not returned to school.</b></li> </ul>	<ul style="list-style-type: none"> <li>• All staff, volunteers and governors will need to read and sign to say they understand.</li> <li>• The LA will update the model Safeguarding Policy. The SLT will provide some training materials for the start of the school term (with use of the SSS CPD software training suite)</li> <li>• DSLs and DDSLs should initially be provided with more time to support staff and children with any safeguarding and welfare concerns. There should also be more time to handle referrals to CSC and other agencies.</li> <li>• This can be reviewed during the year.</li> </ul>	<p>ML SLT All staff LA</p>	<p>03.09.20</p>	<p>03.09.20</p>
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What is the hazard/concern?  Have you considered:	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
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<p>Attendance of staff What process are you going to put in place to risk assess staff who are clinically extremely vulnerable and clinically vulnerable before the summer break?</p> <p>Ensure that all staff are consulted/updated on the updated risk assessment</p>	<ul style="list-style-type: none"> <li>• All staff have completed a risk assessment.</li> <li>• Where required, Occupational Health have undertaken a medical assessment of vulnerable staff members. In each case, staff have been given the reassurance of attending work in school, with care noted to school that additional</li> </ul>	<ul style="list-style-type: none"> <li>• It is envisaged that all staff will be able to return to school in September due to the reduced risk of Covid 19 and the mitigations that will be in place</li> </ul> <p>Clinically vulnerable staff</p>	<p>ML Occupational Health</p> <p>All staff to support routines</p>	<p>01.09.20</p>	<p>12.09.20</p>
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<p>Once agreed, how will you communicate this to them and ensure that a timely process is in place to update/train them on any new procedures</p> <p>Ensure that trade unions representatives and representatives of employee safety are consulted on the updated risk assessment.</p>	<p>routines may need to be in place to minimise potential risks.</p>	<ul style="list-style-type: none"> <li>• Shielding will cease from 1st August and staff in this group will move in line with other staff</li> </ul>			
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<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>
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<p>Staff Wellbeing Do staff know how to access staff wellbeing support?</p> <p>Review working practices for next term to ensure that they do not place unnecessary administrative burdens onto staff</p>	<ul style="list-style-type: none"> <li>• <b>The Care First package remains open to all staff.</b></li> <li>• <b>Staff are reminded of the Employee Assistance Programme support that you have e.g. Care First.</b></li> </ul> <p>Care first 24/7 Tel: 0800 174319 Online: <a href="http://www.carefirst-lifestyle.co.uk">www.carefirst-lifestyle.co.uk</a></p> <ul style="list-style-type: none"> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</li> </ul>	<p>Pastoral task group up and running to identify activities to support the mental wellbeing of staff and pupils across the school.</p>	<p>KM EPB Identified staff.</p>	<p>01.10.20</p>	<p>01.10.20</p>
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What is the hazard/concern?  Have you considered:	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
<p>Supply staff /volunteers</p> <p>What mechanism have you in place to ensure that your supply staff are minimising moving between schools?</p> <p>Have you done everything you can to identify gaps and secure supply staff before the summer term?</p>		<ul style="list-style-type: none"> <li>Supply staff can be used from the autumn term. They can continue to move between schools. In order to keep regular supply staff in place, Head teachers may wish to give long term</li> </ul>	SLT	07.09.20	07.09.20

<p>What processes will you put in place to ensure that these groups are fully conversant with the risk assessment processes?</p>		<p>assignments in order to secure staff.</p> <ul style="list-style-type: none"> <li>Volunteers can be used in schools, also ensuring that mixing of groups is kept to a minimum.</li> <li>Appropriate safeguarding checks must be in place for both groups.</li> </ul>			
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	<p>What are you already doing?</p>	<p>What further action is necessary?</p>	<p>Action by Whom?</p>	<p>Date action due?</p>	<p>Date action in place?</p>

Localised Lockdown	<ul style="list-style-type: none"> <li>• DfE guidance states 'Process in the event of local outbreaks If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process in due course.</li> </ul>	<ul style="list-style-type: none"> <li>• In the case of a localised lockdown, we will maintain provision for keyworkers and vulnerable children and would likely result in a similar arrangement to just before Year R, 1 and 6 returning to school at the start of June, with some children and staff in school and other home learning. <a href="#">School contacted parents/carers 04.01.21 prior to discovering the country was going into a lockdown. Established the parents/carers who may also need considering eligible for CW roles.</a></li> </ul>	SLT	07.09.20	<a href="#">05.01.21</a>
<p>What is the hazard/concern?</p> <p>Have you considered:</p>	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
Individuals or groups of self-isolating pupils and Remote Education Support		<ul style="list-style-type: none"> <li>• For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19)'. </li> </ul>	Ongoing	Ongoing	Ongoing <a href="#">05.01.21</a>

This document has been shared with the following staff groups: Teaching Staff	Date: 03.09.20 (emailed two weeks prior to INSET)
Support Staff	Date: 03.09.20 (emailed two weeks prior to INSET)
Admin Staff	Date: 03.09.20 (emailed two weeks prior to INSET)
Lunchtime Staff	Date: 03.09.20 (emailed two weeks prior to INSET)

Updated: shared on the school website 05.01.21 03.09.21 01.11.21