

**Infection Control COVID-19 General Risk Assessment Form for Highfield Middle School**

**All schools are advised to note the issues and suggested control measures in this document and then add school specific detail**

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| Risk assessment carried out by Richard Oades | Job title - Headteacher | Date of Assessment - May 2020  Reviewed July 2020 |
| Review interval – Weekly. | Date reviews carried out - 27th May 2020 - 10.6.20 - 17 07 20 - 28 08 20 | |

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| Staff covered by this assessment –  All Staff and Pupils accessing the school site/building | Activities involved - all school activities throughout the school day |

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| Risk Matrix | | **Potential consequence of harm** | | |
| **Minor injury**  (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious) | **significant injury**  (e.g. hazard can result in serious injury and/or illness, over 3 day absence) | **Major injury**  (e.g. hazard capable of causing death or serious and life threatening injuries) |
| **Likelihood of harm** | **Unlikely** (injury rare, though possible) | **Low** | **Low** | **Medium** |
| **Possible** (injury could occur occasionally) | **Low** | **Medium** | **High** |
| **Probable** (injury likely to occur, can be expected) | **Medium** | **High** | **High** |

First Schools have been open since June 1st to pupils in Nursery, reception and Y1 and middle schools to Y6 alongside pupils of key workers. High schools have been open to pupils in Y10 and Y12 with no more than 25% of pupils onsite.

From September 1st schools will reopen to all pupils and will be following the Dfe guidance:

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

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE[; Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) -Updated on the 5th May 2020. From August 1st people who are shielding will no longer need to shield and can return to work. Prior to September, schools are contacting these staff to support them in returning to work.

Where need identified individual risk assessments have been completed for identified staff members. Risk assessments are held by the HT / DHT.

Staff, parents and carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak-](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance) Updated the 7th May 2020.

The school are following the guidance [COVID-19:Cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)- Updated 26th March 2020.

Parents will be communicated with at the end of term outlining expectations, and routines that are being established to keep all site users safe.

Parents/carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

TCLT Trust are working with partner agencies, Northumberland LA and following national guidance.

This risk assessment is fully aligned to the risk assessment framework used by Northumberland County Council and has been reviewed in light of the following guidance:

[North East Schools FAQ v4](https://docs.google.com/document/d/1Q3iL6kH3NV39dzZlqnqZz1HDPbnRoCH9k55-ScrlMlE/edit?ts=5ed60d05)

[\*Health and Safety FAQS for Schools](https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit)

[Vulnerable Staff - Risk Assessments](https://drive.google.com/open?id=1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)

For further advice and support please contact the trust central team, and Northumberland County Council Health and Safety Team.

Additional Guidance can be found in the following documents:

*Government/Public Health England Advice:* [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus) */* [*Coronavirus (COVID-19): guidance for schools and other educational settings*](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

*HSE Advice:* [*https://www.hse.gov.uk/news/coronavirus.htm*](https://www.hse.gov.uk/news/coronavirus.htm)

*NCC Guidance:* [*http://staff/Communications/Coronavirus-information.aspx*](http://staff/Communications/Coronavirus-information.aspx)

*Northumberland Education:* [*http://northumberlandeducation.co.uk/coronavirus/*](http://northumberlandeducation.co.uk/coronavirus/)

*DFE Advice:* [*DfE.coronavirushelpline@education.gov.uk*](mailto:DfE.coronavirushelpline@education.gov.uk)

[*NCC PPE Risk Assessment*](https://drive.google.com/open?id=1sUlE_jdLkBZdI43kOR6mYCzaiKlTeRzGkODE3qshrr4)*;* [*NCC Staff Risk assessment*](https://docs.google.com/document/d/1GFWU1_ox_k5SlXHhDfxdwa_gNnBlCM60NNhXjr7Kf40/edit)

[*NCC Health and Safety Team webpage*](https://www.northumberland.gov.uk/About/Staff.aspx#staffhealthsafety)

[*Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control*](https://docs.google.com/document/d/1v4ujp1l1zuF89TqDOED7T1kucMSPPyLnLQwor2CHq08/edit)

[*NCC Control of Infection Policy*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Control-of-Infection-Policy-August-2013-HR-Policy.docx)

*[Public Health - Q&A for Teachers and Parents](https://drive.google.com/file/d/17XV-sP7aRNuW59JxoHV6YQzh62rm1wRZ/view?usp=sharing) (current as of 30 June - further revision likely September 2020)*

*[NCC Corporate Health and Safety Advice - FAQs for School Head Teachers](https://docs.google.com/document/d/1zvt9DT6wfVlk0T3zAfHjPcVzDBY6Rad4_rfyM8b45_E/edit)*

*[Vulnerable Staff - Risk assessments (including](https://drive.google.com/open?id=1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)* [*BAME*](https://drive.google.com/open?id=1m8HYEeAQ9bZx_Hb-rCltl2zwpolCQeWu)*)*

Risk Assessment

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| **Hazards / issue** | **Risk**  **Rating**  **H/M/L**  **(before)** | **Controls in place** | **Further Action required** | **Risk**  **Rating**  **H/M/L**  **(after)** | **By Whom & When** |
| **Limiting the Spread of Coronavirus (COVID-19) to the school community.** | M | -Registers to be created and taken each day of pupils present.  -Staff arrive on site prior to the start of the school day and report to SLT  -Pupils will arrive at school and go straight to their designated Year group bubble zone.  -Parents will not be permitted into the school building without prior appointment  -Information posters on hand washing and social distancing displayed throughout the school. PHE provides up to date information on self-isolation advice and access to a COVID-19 testing  -All staff who have not been on site prior to September to be provided with an induction appropriate to their role prior to reopening to pupils.  -SLT members on duty is responsible for ensuring all advice is adhered to, logging and reporting any breaches to ensure a resolution is found immediately.  -Staff/pupils should minimise what is brought between home and schools. Books should be marked in lessons where possible and in the designated staff work zone.  -Where resources must be shared, they will be cleaned regularly, kept within the bubble/ group of children and cleaned or isolated between use by different bubbles.  Sports equipment should be cleaned between use and used outside as much as possible.  Pupils will be provided with a personal stationery pack. | -Parents/carers and staff advised to report to the school any symptoms of COVID-19 that their household may have.      -Headteacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the coronavirus, they are to follow [the Guidance for households with possible coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)    -Pupils and Staff displaying symptoms will **not be** permitted into school until [7/14-day isolation completed.](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) Or negative test result received.      -CEO to be informed of staff members’ and parent/carers’ concerns by email    HR support available for staff presenting with symptoms | L | **Parents/ Carers and Staff-On Going.**    **Headteacher-On Going.**          **Headteacher-Where need identified.**    **HeadteacherSchool-**  **Immediate**    **Headteacher -Immediate** |
| **Staff and pupils not attending school** | M | Registers are maintained each day for pupils that are knowingly attending the school. Chn expected to attend and don’t will be followed up as normal to ascertain cause of absence.  Sickness procedures to be followed by staff. Contact Head/ line manager in the first instance. | -Parents/carers and Staff to be advised to follow the usual school procedures for sickness absence.  Parents and carers to be reminded that full attendance is expected for pupils from September.  -Where need is identified staff/families advised to follow [guidance from the NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) | L | **Parents/ Carers and Staff-On** |
| **Transport on and off the school site.** | M | Where applicable, The LA and schools are liaising with transport providers to ensure social distancing takes place on transport vehicles.  <http://northumberlandeducation.co.uk/wp-content/uploads/2020/05/2020-05-21-Ltr-to-Parents-re-School-Transport.pdf>  Only 4 pupils currently use school transport and are all taxied individually - this will be kept under review.  -Pupils closest to the driver will get off the vehicle first, ensuring social distancing.  -Staff will ensure that social distancing takes place.  Staff are encouraged to travel to work by car, bike or by walking. Car park and bike spaces are made available, where possible, so staff can travel by car and bike. If public transport is necessary then transport health and safety guidance is to be strictly followed.  Children over 11 and all adults on public transport are expected to wear face coverings. On arrival at school, pupils should dispose of facemask in pedal bin and immediately wash hands | Pupils and parents/carers will be made aware of the instructions to follow  [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  TCLT has a salary sacrifice cycle to work scheme. More information can be found:  [Information on claiming for staff on Cycle to Work Scheme](https://docs.google.com/document/d/18e9d9Bl52tOBWhrLDZiTgh7yWaHgVyLdP4e8e0NzdMo/edit?usp=sharing)  Where possible parents/carers to transport pupils to the school site. | L | Headteacher |
| **Pupil/Staff member living in a household with an “at risk”/ clinically vulnerable person** | **H** | -If a pupil or staff member lives with someone who is in an “at risk” / clinically vulnerable including those aged 70 years or older, under 70 years old with an underlying health condition (instructed to get a flu jab on medical grounds) and those who are pregnant, the DfE have advised that they **can** attend the school. | -Any staff member in this category to be contacted by school to understand their individual circumstances and provide reassurance and support to return to work.  Where staff in this category attend work a risk assessment has been carried out on them individually  Risk assessments are held by the HT | **L** | **Headteacher**  **Where identified** |
| **Pupil / Staff member living in a household with someone who is extremely clinically vulnerable and required to carry out “shielding”** | **H** | -If a pupil or staff member is living with someone who is extremely clinically vulnerable **and required to carry out “shielding”** (they will have received a text and / or letter from the NHS confirming “shielding” is necessary) it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to.  It is now advised that pupils and staff living with someone who is CV or CEV can now attend school.  Further information from Public Health England (PHE) is located here:  [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | Headteachers to be aware of staff who have not been working onsite and to support their return to work in September. | **L** | **Headteacher/ CEO where identified** |
| **Staff in groups potentially more susceptible to COVID-19** | **H** | -Research is being carried out by the government in other potentially vulnerable group; BAME, individuals with a BMI of over 30 and males over 55. Trust and School Leaders will ensure that any guidance issued regarding the protection of these groups will be followed.  BAME RA undertaken  [\*Covid-19 BAME Risk Assessment NCC (v2)](https://drive.google.com/open?id=1b-6jgh56_iH5zjqS5j2NMiE4hdiTVS7wPBIvjWTpths) | -TCLT central team to monitor for updates and inform when guidance is released.  -Staff who are concerned about their potential risk should contact their line manager in the first instance and will be supported  Further support can be sought from the Central TCLT team. | **L** | **HR** |
| **Building maintenance during closure** | **H** | -All TCTL school buildings have been appropriately maintained during full or partial closure in accordance with statutory and non-statutory school building maintenance guidance.  -All checks are recorded in on TCLT RA [Checklist](https://docs.google.com/document/d/1TARArMjnM4XRj4z7rneImUHwJinZAbVFLG-R5I0jZkk/edit) | Headteachers should revisit the original checklist with their caretakers/ site managers to ensure that the checks are undertaken throughout the school closure period of the summer holidays. | **L** | **Headteacher** |
| **SEND/ EHCP children** | **H** | Schools to ensure children with EHCPs, have their needs met. An individual risk assessment may be necessary and must be written in accordance with the child’s other health care professionals/ GP and in line with PHE guidance.  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people#children-with-education-health-and-care-ehc-plans> | -. | **L** | **Headteacher - ongoing** |
| **Entrance to the school site and building** | **M** | Access to the school site to be controlled, staff will be on duty at the school entrance from 8:40 to 8:55, to encourage social distancing, pupils head straight to their year group zones, or into their classes if bad weather.  .-Schools to clearly mark site with social distancing to ensure parents/children understand queueing systems and direction of travel.  -Separate entrance doors for each year group clearly identified.  -Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child.  -Pupils, parents/carers advised to maintain social distancing when entering the school site.  -Parents not permitted to enter the school building unless need is essential and can only do this via the school office.  -Pupils are met each day at the identified entrances for their year group class by a staff member.  -Pupils store outdoor clothing and bags in their locker,  Staff store their personal items in their locker  -Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated classroom.  -Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it.  -Pupils are supervised to sanitise their hands at the start of the school day.  -Staff to sanitise their hands with pupils at the start of the school day.  -Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted. | -Pupils, parents/carers reminded prior to the 1st September 2020 to ensure social distancing when on the school site.  -Pupils, parents/carers to be continually reminded via school communication links to maintain social distancing when entering the school site.  -Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified.  .  -Parents/carers advised to leave the school site immediately once their child has entered the building.  -School entrances and site secured at the start of the school day.  -Staff, Pupils, parents/carers will be informed to only bring essential items needed for that day.  -Staff to utilise the information available from [eBug website](https://campaignresources.phe.gov.uk/schools)  Signage on entry to school reminds visitors staff and pupils of the need to socially distance, practice respiratory hygiene and to wash their hands more frequently.  Reminder not to enter the school site if symptomatic. | **L** | **Staff/HeadteacherOn Going** |
| **Maintaining infection control /hygiene standards within the school building** | **H** | - Guidance followed for the cleaning of non health care settings.  -Cleaning checklist to be put in place for the school.  -Classroom cleaning packs available in classrooms to provide a quick response to a situation if necessary.  -Pupils taught how to sanitise their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.  -Where need identified alcohol gel be made available to staff and pupils.  -Pupils are supervised throughout the school day to wash their hands for 20 seconds or sanitise, by staff members, throughout the school day. Staff follow the guidance provided.  -Handwashing posters located in pupil and staff toilet areas and in the classroom areas.  - Pupils and staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.  -Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.  -Staff and pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.  - Pupils and staff ensure that they thoroughly dry their hands.  -Drinking fountains to be taken out of use.  -Infection Control Risk assessment in place to manage other biological hazards within the school community.  -Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.  - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis by the cleaning team.  -Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.  -All bins emptied at the end of each school day and placed in the external bin store.  - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.  -Cleaning regime in place at the beginning/end of the school day.  -Staff and pupils wash their hands on the entry and exit from the school building.  -Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.  -Pupil resources will not be shared, without cleaning between groups.  - Toilets are to be cleaned more frequently although bubbles are able to share toilets where these cannot be separated.  Toilets to be monitored to ensure social distancing. | Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified.  -Staff to utilise the information available from [eBug website](https://campaignresources.phe.gov.uk/schools)  -Staff to take responsibility for their own personal hygiene throughout the school day.  -Tissues to be made available in each classroom. Pupils taught to follow the guidance ‘Catch it, Bin it, Kill it’, and avoid touching their faces, noses etc. whilst at school.  - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.  - Hand towels to ensure that hands are dried thoroughly.  -Waste bins to be emptied throughout the school day by additional cleaners who wear gloves and double bag waste.  -The Site Manager/Site Team to raise any stock level concerns with the Central Business Manager in relation to equipment/chemicals etc.  -Classroom surfaces to be cleaned if classroom used as a dining area.  -Parents advised to ensure that pupils wash their hands when they **return** to the home environment.  Children have their own stationery, desks, chairs. Books are assigned to bubbles and not accessed by other bubbles. A daily cleaning regime includes desks, sinks, toilets. Regular cleaning of surfaces, handles, bannisters etc throughout the school day by teachers / support staff.  Staffrooms to ensure social distancing - Staffroom for working  Room 16 for dining    - The Trust and Chair of Governors are to be informed of staff members’ and parent/carers’ concerns. | **M** | **Staff-On-going**                                                **Site Manager**        **Head Immediate** |
| **Staff/Pupils showing possible symptoms of the coronavirus** | **H** | -Staff are aware of the symptoms of the Corona virus.  - Pupils /staff health needs are monitored by and concerns appropriately actioned.  -A room has been set aside to isolate staff/pupils. The isolation room allows staff/pupil to be viewed from a 2-metre distance.  -The room only has two washable chairs located in it.  - Where staff/pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed.  -If symptoms were seen in a classroom, other children and staff to wash hands and to be taken outside while classroom is cleaned.  -Pupils/staff can re-enter after cleaning and do not need to isolate unless they themselves show symptoms.    -Parents/carers regularly informed via the school’s communication links to monitor their child’s /family member’s health.  -A face mask should be worn by a member of staff supporting the symptomatic pupil  - If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff.  -Parents/carers and staff member’s next of kin contacted.  -If need identified, the emergency services are to be contacted.  -Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils.  -School holds appropriate PPE to manage this. | -Staff /Pupil remain in the isolation room until they can be collected.    -Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community.    -Isolation room to be deep cleaned once the staff/pupil has left the area.    -Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area.    -Staff and pupils who display symptoms must be tested.      - Pupils and staff displaying symptoms will **not be** permitted into school until [7 day isolation completed](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) or negative test result received    -Schools must inform the local test and trace teams immediately if a case is confirmed. These teams will support school in forming a rapid assessment of who should isolate.  - PHE are to be contacted for advice and support.    - The Trust and Chair of Governors are to be informed of staff members’ and parent/carers’ concerns. | **M** | **Head on going**    **Head -Immediate**      **Head -Immediate**    **Head -Immediate**    **Staff-Immediate**      **Head - Immediate**    **Head-Immediate.**    **Head -Immediate** |
| **Maintaining infection control in the Classrooms/Hall areas** | **H** | -Pupils have been organised into bubbles that will isolate from other bubbles in the school.  -An individual RA to be carried out if pupils would normally receive one to one support or have specific needs where social distancing would become difficult.  -Classroom areas in use have items that are nonessential removed to allow a larger floor space to help promote social distancing, although more shared resources are now available in classrooms.  -Soft furnishings and items that are difficult to disinfect/ clean are removed from classrooms  Desks are organised to be front facing and pupils to sit side by side.  Space is allocated 2m distance from pupils for teachers to teach from Y5-Y13.  Staff should not be close to pupils (1m) for any time  Staff must maintain 2m distance from each other  Pupils, who are old enough to maintain social distance must do so from each other and from staff.  -Windows and doors are opened to allow natural ventilation during the school day.  -Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.  -Rota in place for lunchtime and break time periods.  -Timetable reviewed to reduce the need for pupils to move about the building.  -Outdoor activities to be carried out on separate yards / fields to ensure social distancing. Each bubble will be assigned a space and they will use this for all outdoor learning and play.  -Where practical more teaching activities to be carried out in the outdoor areas of the school.  -Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.  -Where classrooms/halls are unoccupied doors are to be closed.  -Robust cleaning regime in place for all shared areas, such as dining rooms, school offices, staff spaces.  - Lidded waste bins located in classroom/hall areas | -Where possible pupils to be issued with a stationery pack and exercise book that is specific to them.  Resources that must be shared between bubbles will be cleaned between use.  -Staff need an allocated space to take a break but rotas need to be in place to ensure social distancing.  Where staff have to meet with each other this must be done in a socially distant way and consideration given to the feasibility of meeting online as an alternative to meeting face to face. Meeting lengths should be minimised.  No large groups should meet.  - The Trust and Chair of Governors to be informed of staff members’ and parent/carers’ concerns. | **M** | **Staff-On Going** |
| **Moving about the building/school site** | **M** | -Clear direction given to parents via the school’s communication links for the start and end of the school day.  Alternative external routes to be adopted to access outdoor play areas etc.  Social distancing measures adhered to where possible.  Posters in place reminding pupils to maintain a 2-metre distance.  Pupils are always supervised when moving about the building.  Pupils and staff advised to stick to the right-hand side of corridor areas.  Staff who move between classes have allocated equipment which they use.  They are responsible for wiping their own workspace when they enter and leave their area. Staff would take all their own equipment with them. | -Movement about the building monitored throughout the school day.  -Rotas changed where need identified.  -Cleaning regime in place.  -Signage to be updated to reflect new direction of travel around the school site  Signage to remind staff of the need to wipe down their own work areas (desks/ keyboards etc where classrooms are shared) | **L** | **Head -On Going** |
| **Maintaining Infection control at Lunchtimes** | **H** | Pupils will wash their hands before eating.  Bubbles will eat together and the dining room will be sectioned to keep bubbles apart.  All tables will be wiped down in between bubbles using the dining hall.  Each Yeargroup bubble will have a distinct sitting and will all enter and leave together. Different bubbles will not enter or leave the hall at the same time.  Separate cutlery trays will be provided for each bubble.  Salad bar will be suspended and salad served by kitchen staff  Children who are outside will be allocated a specific zone to play in.This will apply to hard standing surfaces and playing field.  Staff will eat lunch in their classroom, or room 16, or outside. | Consideration will be given to the storage of packed lunch boxes throughout the school day.  Consideration to be given to where children with packed lunches eat. | **M** |  |
| **Outdoor Play Areas/ PE Equipment** | **M** | Each class groups allocated outdoor portable play equipment which is to be stored separately after use.  Fixed play equipment to only be used by 1 group and to be sprayed with cleaning solution at the end of each day.  -Portable equipment wiped down after each use.  -Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. | -Where a cleaning regime can’t be carried out during the school day. Fixed outdoor play equipment to be taken out of use.  -Outdoor play equipment to be included in the deep clean to take place in the Summer Break | **M** | **Head** |
| **Visits/trips and gatherings** | **H** | -Visits and trips have been cancelled until further notice.  -Assemblies have been cancelled until further notice.  -Lunchtimes and break times staggered and/or zoned to avoid large gatherings.  -Drop off and pick up by parents to be staggered.  - One parent per child permitted onto site only. | -Leaders to determine, with government guidance and in discussion with the CEO, when to resume | **L** | **Head – ongoing** |
| **Welfare facilities** | **M** | -Staff supervise pupils when washing their hands in the toilet areas.  -Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers) by additional cleaning hours.  Lunch time and break time rota in place for staff accessing the staff room areas.  -Additional staff rooms created where required to ensure social distancing  -Windows are opened in the staff rooms when it is occupied by staff members.  -Position of furniture within staff room areas reviewed to ensure social distancing. | -Tea/coffee facilities to be arranged and delivered to classrooms to limit movement of staff if adequate staff room facilities are not possible. | **L** | **Head** |
| **Personal Protective Equipment (PPE)** | **M** | - **Wearing a face covering or face mask in schools is not recommended. Where staff wish to wear a mask they should discuss this with their line manager**  -Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities, and other activities where this has been identified in the school’s general risk assessments,  -PPE must be worn when dealing with a child or staff member who presents at school with symptoms of COVID-19 and requires isolation.  -Staff follow good hand [washing practice](https://youtu.be/bQCP7waTRWU). | -The school is to hold a supply of PPE; disposable gloves, aprons and face masks on the school site. | **L** | **Site Manager – on going** |
| **Challenging behaviours displayed prior to or after reopening** | **M** | -Pupils with challenging behaviours identified.  -Risk assessments to be in place for pupils who demonstrate challenging behaviours..  -Relevant staff are appropriately trained to manage positive handling if required. | -Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.  -Where restraint has had to be carried out review the risk assessment in place.  -Review whether PPE is required when managing challenging behaviours.  -Where need identified, review the Behaviour Policy.  *Behaviour policy reviewed and amended as necessary on 28th May 2020*  Behaviour expectations communicated to parents Sep 1st | **M** | **Staff/Pupils-Where need identified.** |
| **First Aid Provision and support with medication** | **M** | -Staff are first aid trained.  -Where paediatric pupils are present, trained paediatric staff are present in the building.  -Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use.  -Staff to wash their hands prior to administering first aid.  -Staff to wear disposable gloves when providing first aid support.  -Staff to wash their hands after providing first aid support.  -Medication policy and procedure in place.  - Staff to wash their hands prior to support with medication and after support. | -Gloves and first aid items used to be double bagged and placed in the waste bin.  -Waste bins emptied throughout the school day.  -Ensure that a stock of disposable gloves are available for staff use. | **L** | **Staff-On going** |
| **Safeguarding procedures** | **H** | -Staff to include at least one DSL to be on the school site at any one time.  Additional support/ time to be given to DSL on reopening to support any rise in safeguarding issues. | Staff to undertake refresher training with specific consideration of covid 19 issues. | **L** | **Head ongoing** |
| **Emergency evacuation situations** | **H** | -There is a fire detection system fitted at the school which is tested and inspected on at least an annual basis.  -In the event of the fire alarm sounding staff are to direct pupils to evacuate the building.  -Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members.  -Staff and pupils are to maintain social distancing where possible when evacuating the building.  Staff and pupils are to maintain social distancing when registers are being taken at the assembly point (where this is possible)  -Staff and Pupils re-entering the building is to be staggered.  -Staff and pupils are to wash their hands when they re-enter the building. | -Site Manager to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly.  -Any faults are to be reported immediately to the Contractor who tests and inspects the school’s fire alarm system.  -The Site Manager/Site Team is to undertake their usual weekly checks of the fire alarm system.  - one fire drill to be undertaken to ensure all staff/ pupils understand what to do in the event of fire  Fire notifications to be adapted if arrangements for evacuation change  A fire drill is held in the first week and routinely if more pupils and staff return to the building to ensure that any new evacuation procedures are understood. | **L** | **Staff – ongoing** |
| **Emergency lockdown situations** | **M** | -Schools lockdown procedures to be implemented if required.  -Children to remain socially distant in their classrooms if safe to do so.  -The level of threat will determine how feasible social distancing is. |  | **L** |  |
| **End of the school day** | **M** | 2 year groups will leave at 3:30 and 2 yeargroups at 3:35, to avoid congestion.  -Pupils/staff will wash their hands before they leave the school site.  -Water bottles and lunch bottles taken home from school each day – if brought from home  -Only one parent/carer permitted to collect their child from outside the school site.  -Parents/carers to ensure that they follow social distancing.  -Parents/carers directed to leave the school site immediately once they have collected their child.  -Staff control the flow of pupils leaving the school building to encourage social distancing.  -Gates are secured to the school site.  -Gates and entrance doors are included in the cleaning regime at the school. | -Parents/carers to keep the school up to date who will be collecting their child from school where appropriate.  -Parents/carers advised to ensure that pupils wash their hands when they arrive home from school.  -Parents/carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. | **L** | **Parents/ Carers-On Going** |
| **Staff who are pregnant.** | **H** | -Staff member must inform the Headteacher of their pregnancy and an individual risk assessment must be drawn up outlining how covid 19 risks will be mitigated. | -Staff members to inform the Head of School at the earliest convenience if they are pregnant.  -Pregnant employees are at a greater risk from COVID-19.  More guidance to be sought, | **M** | **Staff/ Head -On going** |
| **Staff who are clinically vulnerable or extremely clinically vulnerable.** | **H** | Staff who have been shielding because they are clinically extremely vulnerable will cease to shield at the end of July. An individual risk assessment will be carried out for these staff to ensure that social distancing can be in place. | More guidance to be sought. | **M** |  |
| **Office areas** | **H** | -The maximum occupancy of the office areas have been calculated to ensure social distancing.  -Where possible desks have been placed side by side or back to back  .  -The doors of Offices in use can be wedged open when occupied.  -Where available, windows are opened whilst the office area is in use.  -Staff leave their desks as clear as possible so that it can be easily cleaned.  -Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.  -Staff undertake other activities that allow them to leave the office area over the course of the school day.  -Mobile partitions used where possible to separate large office areas. | All bins have lids.  Staff must not share a desk, phone, computer or stationery. | **L** | **Site Manager/**  **Office/School Manager Manager-On Going.** |
| **Visitors to the school** | **H** | -Where possible visitors to the school site be limited.  -Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours.  -All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.  -Visitors are always supervised whilst on the school site.  -Social distancing maintained.  All visitors must be recorded on the school site for the purposes of track and trace. | Guidance in the form of signage, advance emails to support any planned visitors to the school to understand the social distancing in place.  May need to ensure that visitor sign in allows for collection of contact data from the visitor (mobile phone number etc) | **L** | **Staff-On-going** |
| **Peripatetic staff/ students/ supply staff/ regular site users such as sports coaches** | **H** | Any staff who are visiting more than one site should practice good hand hygiene and wash their hands on entry and exit to the site. Where possible these people should remain socially distant from school staff and pupils. Extra care should be taken if working with pupils 1-1 to maintain distance and wash hands.  Students should have additional guidance on risk mitigation added to their induction process.  Coaches/ outside staff who are essential to curriculum delivery must receive a school induction on the measures in place to reduce transmission. | Induction process for new staff/ NQTs/ students supply to outline cleary expectations for working in C19 safe way. | **L** |  |
| **Deliveries to the school** | **M** | -Only essential items are ordered by the school.  -Identified staff take responsibility for deliveries made to the school.  -Staff members wash their hands before and after decanting orders and storing them away.  -Kitchen deliveries are made directly to the kitchen area.  -On decanting products, products are to be wiped down and stored away.  -Packaging to be placed in the external bin store. |  | **L** | **Staff-On-going** |
| **Staff Wellbeing** | **M** | -Leadership to be a visible, reassuring presence everyday.  -Staff have been provided with Public Health England [Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)  -Weekly update and communication provided by CEO to all staff and locally by headteacher  -Staff are provided with “FAQs for staff” which is regularly updated, with information about access confidential counselling services and the Employee Assistance Programme (EAP)  -Staff receive sufficient breaks during the school day  -Staff encouraged to leave the school site shortly after the end of the school day.  -Staff will be allowed time prior to children returning to complete full Health and Safety training (training day). | -School Leaders are encouraged to seek support from CEO/ COO with managing their own stress  -Staff to discuss any concerns with line manager.  -Where need identified staff are to be referred to Occupational Health Services in conjunction with HR service.  -Staff Reminder to be provided, at regular intervals, regarding confidential counselling service and support.  -FAQs for staff continually updated with relevant and supportive information for staff, by central team  -Staff to be issued with advice on how to stay safe in school.  Further support for staff can be accessed here  https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm\_medium=email&utm\_source=govdelivery | **L** | **Line managers, SLT and HR** |
| **Ventilation** | **M** | Rooms should be well ventilated in each teaching area with doors and windows opened.  Where the site has a ventilation system a further risk assessment should be taken of that.  Ventilation systems not used currently | Site Managers to seek advice about ventilation systems to ensure operation is correct | **L** | **Site Manager** |
| **Cleaning** | **M** | Cleaners will have access to the guidance on cleaning [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  Further cleaning guidance is to be issued by the Dfe.  Cleaners will access PPE as required in line with guidance  Foggers will be used to disinfect areas  - A deep clean of all areas of the school to be carried out during the Summer break.  -The deep clean is to include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. | PPE is available for cleaning staff including face visors. | **L** | **Site manager/ Headteacher** |
| *Use of School Transport (external provision only)*  *Contracting coronavirus - staff, pupils, transport provider* | *H* | *Steps taken to ensure anyone who becomes symptomatic does not use School Transport.*  *The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport.*  *Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.*  *Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.*  *Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.* | *Note: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing social distancing is in place and that it is strictly adhered to on that transport.*  *Where possible however bubbles are organised in line with the bus groupings.* | *M* | *Headteacher* |
| Curriculum Delivery | H | It is advised that music, especially singing and woodwind instruments should not be undertaken at this time.  Currently swimming pools are closed and it will not be possible to undertake swimming lessons.  Schools will prepare recovery curriculum to support the reintegration of pupils as schools reopen. | Specific swimming and transport RA to be undertaken if pools reopen. |  |  |
| Wrap Around Care | H | Not currently provided |  | *L* | *Headteacher* |

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| DATE OF INITIAL (AMENDED) ASSESSMENT | SIGNATURES |
| July 17th 2020 (28th August) | R A Oades |
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