

PERRYMOUNT PRIMARY SCHOOL			Risk Assessment No	
TOPIC	SCHOOL WIDER OPENING – DURING PANDEMIC March 8 th 2021		People at Risk: Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	C Keen	Date:	27 th August 2020. 30 th September 2020 25 th October 2020 1 st March 2021	Date of Initial Review: 24 th August 2020

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>1. Contracting Corona Virus How: Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> All school staff and parents / carers have been informed that they can book a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) A Drop Off / Pick Up Procedure is in place – times and entrances have been communicated to staff and parents March 1st 2021. A reminder text will be sent March 5th A system has been implemented so parents / carers will not be able to stand and wait to drop off / pick up. The class teacher will take each arriving group to their class KS1 – KS2 will be directed by HT or DHT– using the set route stated on their 		<ul style="list-style-type: none"> Email sent to all Parents / Carers detailing all the new arrangements for school opening March 8th 2021. Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings and encourage them to walk to the school / cycle where possible All staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines – THE DATE STAFF WILL BE BRIEFED via zoom – Teaching staff – 1st March – Support staff 2nd March <p>A NEGATIVE RESULT WILL NEED TO BE SHOWN TO THE HEAD TEACHER BEFORE A STAFF</p>		

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	<p>Bubble Guidance displayed in the classroom. Latecomers will be escorted/directed by playground staff</p> <ul style="list-style-type: none"> ▪ Social distancing markers have been placed on floors / areas where pupils / staff / parents line up. ▪ Posters are displayed where Parents / Carers pick up and drop reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus. ▪ No visitors permitted to enter the school without prior permission from staff member or appointment ▪ Reminder handbook regarding COVID practices being given to staff via email March 3rd and paper copy March 8th 2021 		<p>MEMBER OR PUPIL MAY RETURN TO SCHOOL AFTER DISPLAYING SYMPTOMS BEFORE THE SELF ISOLATION PERIOD OF 10 DAYS IS COMPLETED.</p> <ul style="list-style-type: none"> ▪ Updated procedure for a Pupil that displays symptoms of the virus in place. ▪ Reception area – parents wait outside no entry without prior appointment. ▪ Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors ▪ Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed. <p>See <u>“Bubble” RA</u> See <u>Updated Social Distancing RA</u> See <u>Updated Office RA</u></p>		
<p><u>2. Contracting Corona Virus</u> How: Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors / visitors and delivery persons (packages)</p>	<ul style="list-style-type: none"> ▪ See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works. ▪ Packages can be left unopened for a minimum of 24 hours and stored office area. If opened straight away, packaging must be binned and hands washed straight away. ▪ Staff have access to PPE to open the packages and empty the contents if required 		<ul style="list-style-type: none"> ▪ Deliveries drivers not permitted to enter the school building and items should be dropped – on table by entrance. ▪ Cleaning regime in place of all common areas. ▪ Staff are permitted to order personal items to be delivered to the school but these must be removed from school premises as soon as possible. ▪ Visitors guidance will be either sent or given on arrival to those who have booked to visit the school to visit the school. ▪ Visitors guidance issued by Reception staff to visitors that come to the school without an 		

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	<ul style="list-style-type: none"> Sanitiser is available for all staff 		<p>appointment.</p> <p>See <u>Updated Contractors RA</u> See <u>Visitors Guidance</u></p>		
<p>3. Contracting Corona Virus How: Staff / Pupils (within the “bubble” being exposed to the virus due to lack of social distancing from children / adults and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<ul style="list-style-type: none"> Staff to instruct pupils to wash their hands regularly – upon arrival / after play/ before and after lunch and when coming in from PE. Staff will supervise and assist pupils washing their hands to ensure it is effective. Staff to ensure there are tissues available for pupils and that they dispose of them immediately in a bin with a lid and wash their hands. School staff have access to handwashing facilities and antibacterial hand sanitiser. Staff reminded of the importance to maintain a robust hand washing / sanitising regime. Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light switches etc and toilets and update checklist. Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side. Staff instructed to wash their hands immediately after sharing resources 		<ul style="list-style-type: none"> New “Bubbles” groups have been determined by the Head Teacher taking factors such as numbers / staff available / resources / timetables / rota’s / SEN pupils etc. New toilet cleaning regime implemented as guidance now changed to allow “bubble” groups to share facilities. Between 11 and 12 and 1.30 to 2.30 each day Premises staff to empty lidded bins within the “bubbles” – between 11 and 12 and 1.30 to 2.30 each day Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with suspected Corona Virus Procedure</u> KS2 Classrooms have their desks arranged to be forward facing and excess furniture removed to free up space, to enhance social distancing space. Intervention group spaces will be where possible used by pupils within the bubble only and staff protected by screen. The areas will be well ventilated, and sizes restricted to ensure space to social distance. Resources within the “bubble” will be cleaned and sanitised frequently. All equipment shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. Any resources / books taken home by pupils will be 		

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	<p>with pupils.</p> <ul style="list-style-type: none"> ▪ Pupils encouraged by staff not to touch their faces by school staff and organise awareness sessions (age appropriate) ▪ All soft furnishings and soft toys removed from the classroom as they cannot be suitably sanitised. 		<p>either cleaned and sanitised or stored (and out of reach) for 72 hours on return.</p> <ul style="list-style-type: none"> ▪ Book changing day for KS2 will be a Thursday and those books will be left until Monday before being put back into school stock. Reading journals will be completed in school. KS1 and EYFS may implement a book changing rota. ▪ Pupils to bring in their own water bottles and refill them from classroom tap. ▪ From Year 1 Children will be issued with their own stationery packs. ▪ There will be no singing unless the children can be outside or in the hall. The music room cannot be used for more than 2 children and a teacher. There will be no individual lessons the earliest will be summer term. ▪ EYFS resources washed regularly in a sterilising solution and left to dry. 		
<p>4. Contracting Corona Virus How: Children being exposed to the virus due to lack of social distancing from other children / staff (OUTSIDE THEIR BUBBLE) or touching a surface/resource where the virus is present</p>	<ul style="list-style-type: none"> ▪ Staggered breaks and lunch time rota in place. ▪ Drop off / pick up procedure in place. ▪ Outside play / lessons planned where possible – see rota. ▪ Staff to only allow one child at a time to go to the toilet. 		<ul style="list-style-type: none"> ▪ Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps as guidance now allows “bubbles” to share toilets – see “Bubble” checklist. ▪ Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime. ▪ Updated procedure for a Pupil that displays symptoms of the virus in place. ▪ Pupils attending breakfast and after school clubs will be kept in their class / year group bubbles where possible –see separate risk assessment ▪ All resources shared with “bubbles” are cleaned at the end of the session or taken out of use for a 		

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			<p>minimum of 72 hours.</p> <ul style="list-style-type: none"> ▪ If Intervention group spaces are used by different bubbles – they will be sanitised between use. Resources must be stored for 72 hours. ▪ The group intervention spaces will be well ventilated, and sizes restricted to ensure space to social distance. ▪ Staff moving between “bubbles” to have their own sets of pens etc. ▪ Whole school assemblies cancelled except on zoom. 3 assemblies a week with two classes at a time will occur. ▪ A list will be maintained by breakfast and peartree staff – that will detail any pupils leaving or joining other “bubbles” during the school day (breakfast / afterschool / music / ▪ Route(s) to the class has been implemented to reduce the risk of bubble groups coming into contact with each other. To use the outside route for KS2 as far as possible. ▪ Head Teacher / SLT to organise the new “Bubble” groups (Sept 20 and March 2021) to try and ensure the school staff and pupils are consistent within the bubbles and not change where possible. ▪ New rota’s in place for staggered breaks / lunch and outside play – Sept 20 and March 2021 ▪ Staff reminded during induction session that if they have to move between groups / bubbles they should maintain an appropriate distance from pupils and other staff and ensure good hand hygiene. 		
5. Contracting Corona Virus	<ul style="list-style-type: none"> ▪ Two staff rooms available and rota in place. ▪ Signage displayed in the staffroom 		<ul style="list-style-type: none"> ▪ Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks. 		

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<p>How: Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming into contact with the virus on contaminated surfaces and equipment.</p>	<p>reminding staff to sanitise all contact areas after use.</p> <ul style="list-style-type: none"> ▪ Cleaning and sanitising chemicals available for use. ▪ Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes. ▪ Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes. 		<ul style="list-style-type: none"> ▪ Consideration given to a staggered entry into the school in the mornings. ▪ Staff should consider removing clothing on their return home and shower. ▪ Staff to wash or sanitise hands after touching resources that have been used by pupils in their “bubble” ▪ Staff to ensure they do not mix with staff from other “bubbles” unless agreed by HT ▪ Staff provided with PPE if they are unable to socially distance. ▪ Staff to have their own stationery (pens etc) 		
<p>6. Contracting Corona Virus How: Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<ul style="list-style-type: none"> ▪ Cleaning checklist in place for all common areas in the school ▪ Premises staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas ▪ Full clean undertaken by School Cleaners – EVERY EVENING tables floors and all contact areas to be washed ▪ Hand washing and sanitising stations available around the school and at Reception. 		<ul style="list-style-type: none"> ▪ Premises Manager to ensure there are adequate staff available to increase the cleaning regimes ▪ New toilet cleaning regime implemented as “bubble” groups allowed to share toilets. ▪ The main reception desk and Sign in Equipment is cleaned and sanitised regularly by staff. ▪ Office assessment in place which covers deliveries. ▪ Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc. ▪ Visitors / contractors guidance issued prior to any person coming on site. 		
<p>7. Lunchtimes How: Risk of exposure to the</p>	<ul style="list-style-type: none"> ▪ Staggered lunch time rota in place for dining hall and lunchtime play. ▪ Supervising lunchtime staff to ensure pupils do not share drinking / eating 		<ul style="list-style-type: none"> ▪ One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”. ▪ Packed lunch and school dinner pupils sit together in 		

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virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.	utensils or food. <ul style="list-style-type: none"> ▪ Parents/ Carers instructed to provide individual drinking bottles for their child. ▪ . 		their class “bubble” <ul style="list-style-type: none"> ▪ Head Teacher to arrange that designated staff from the class “bubble” supervise their pupils during their lunch break. ▪ Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles “are kept apart. ▪ Staff to clean and sanitise the tables, stools, chairs and contact points after each “bubble”. ▪ Plates and cutlery will be given to pupils by cook. ▪ No salad bar ▪ Open bins available in the dining hall for pupils to dispose of any food / equipment easily. ▪ SEN – Pupils with a special needs and require assistance at mealtimes – this must be documented in their individual risk assessment – staff have access to PPE 		
8. Waste How: No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus. No identified storage area for contaminated waste. No PPE available	<ul style="list-style-type: none"> ▪ School Waste Procedure in place. ▪ Collection of waste from classrooms / areas timetable in place. ▪ PPE available for all staff 		<ul style="list-style-type: none"> ▪ All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus. ▪ Rubbish bin with lid and black bag has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test. ▪ Lidded bins available in all classrooms 		
9. Equipment How:	<ul style="list-style-type: none"> ▪ Hand Driers in children’s toilets to not be used. ▪ Bins – replaced with lidded bins. 		<ul style="list-style-type: none"> ▪ Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing. 		

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Existing school equipment causing an increase to the risk of exposure and transmission of the virus.	<ul style="list-style-type: none"> Water fountains disconnected 		<ul style="list-style-type: none"> New hand washing sanitising stations installed in year 5 and 6 – soap for all other classes 		
<p>10. School Trips How: Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.</p>	<ul style="list-style-type: none"> No school trips are currently planned 		<ul style="list-style-type: none"> Local outdoor trips may be considered to a local park or green space once a risk assessment has been undertaken 		
<p>11. Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus.</p> <p>Parents / carers not aware of any reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p>	<ul style="list-style-type: none"> School to inform parents / carers about the measures that they are taking and how they can help. 		<ul style="list-style-type: none"> School Leadership Team fully aware of the NHS “Test, Track & Trace” process. System in place to obtain contact details for all those entering our site. Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening March 2021 School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government. School procedure in place to update parents / carers of any persons (within the school setting) that has had a positive test for the virus confirmed. Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school. All school staff inducted about the new arrangements / risk assessments / procedures at 		

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<p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>			<p>zoom meetings</p> <ul style="list-style-type: none"> ▪ School staff will be notified immediately by the Head Teacher on any changes in Government advice about Corona Virus and any new measures. ▪ School will invite Trade Union and Staff Reps to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections. ▪ Facility time permitted for Trade Union and Staff reps to meet with SLT to discuss any health and safety concerns. ▪ All planned visitors to the school will be sent a guidance document prior to the visit or upon arrival to inform them of all the Schools arrangements and expectations. <p>* See Visitors Guidance</p>		
<p>12. First Aid / Intimate Care How: No first aid provision. Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents</p>	<ul style="list-style-type: none"> ▪ Bubble checklist in each class giving information of the First Aiders / kit. ▪ Bubble checklist in each class giving information of any pupils with Intimate Care Plans. ▪ First Aid Procedure in place. ▪ Intimate Care Procedure in place. ▪ PPE Policy in place. ▪ Adequate amounts of PPE available for school staff. ▪ Premises staff have system in place to replenish stocks of PPE – ▪ Cleaning regime in place – after first aid procedures / intimate care. ▪ Waste procedure in place for the disposal of all clinical / contaminated waste. 		<ul style="list-style-type: none"> ▪ Parents / carers now issued with an accident form after a pupil has had an accident / injury by a member of staff within the “bubble” <p>See <u>Updated First Aid RA</u> See <u>Updated Infectious Diseases RA</u> See <u>Updated Intimate Care RA</u></p>		

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<p>13. Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical conditions</p>	<ul style="list-style-type: none"> ▪ Details of all pupils with medications is available on “bubble” checklist including where they are stored. ▪ Janet Bristow and Kim Varma are responsible for ensuring medications are available for pupils and they are in date. ▪ Parent / carers to complete an authorisation form to administer medications. ▪ A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time. ▪ EHCP plans in place for pupils with medical conditions. - information attached to “Bubble” checklist and all relevant staff made aware of them. ▪ All medications stored out of the reach of pupils. ▪ Emergency medications stored in medical room 		<ul style="list-style-type: none"> ▪ The school may complete an individual risk assessment for a pupil that requires medications / medical procedures, or that may increase the risk of staff contracting the virus. ▪ Relevant staff trained in administering of medications. <p>See <u>Updated Medications</u> RA</p>		
<p>14. Fire How: Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire</p>	<ul style="list-style-type: none"> ▪ A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the “Bubble” that may need assistance to evacuate during evacuation. ▪ Details of any PEEP’s will be featured on the “bubble” checklist. ▪ Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely. 		<ul style="list-style-type: none"> ▪ Any new fire evacuation procedures will be communicated to staff Wednesday 2nd September and Monday 8th March 2021 ▪ All fire evacuation routes, and fire assembly points are detailed on “Bubble” checklist – which includes identified person responsible for sweeping the area(s). ▪ Office staff to take visitors book with them to the assembly point in a fire evacuation. ▪ Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire 		

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marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.			<p>signage is displayed accurately and fire equipment is all in place.</p> <ul style="list-style-type: none"> ▪ Fire drill planned for week 4 <p>See Updated <u>Fire Evacuation</u> RA</p>		
<p>15. Face Coverings / Masks How: No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	<p>Staff must wear face coverings in public areas of the school and playground. Visors can be worn when working with children. These to be disposed of in lidded bins.</p> <p>PUBLIC HEALTH NOTICE FACE MASKS PROVIDE BETTER PROTECTION THAN VISORS.</p>		<ul style="list-style-type: none"> ▪ If a child is wearing a disposable face mask on arrival to school, this must be removed by the child and placed in the classroom lidded bin at start of day ▪ A reusable mask must be placed in a sealed plastic bag in child's possession or taken home by the parent. ▪ Instruction to pupils may be required. ▪ Staff should be given guidance and instruction at Inset day 		
<p>16. SEN How: Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva)</p>	<ul style="list-style-type: none"> ▪ PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus. ▪ Plastic screen is also available. ▪ A risk assessment will be undertaken for specific pupils when necessary. 		<ul style="list-style-type: none"> ▪ A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus. ▪ Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE. ▪ Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated. 		

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<p>17. Behaviour How: Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.</p>	<p>.Behaviour Policy updated with sanctions for those children who break COVID rules.</p>		<ul style="list-style-type: none"> ▪ Risk assessments may be undertaken for specific pupils. ▪ All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed. 		
<p>18. Furniture/ Resources How: Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus</p>	<ul style="list-style-type: none"> ▪ Staff to ensure strict supervision when introducing any new equipment or resources. ▪ All equipment / resources will be age / maturity appropriate and included in an activity risk assessment. ▪ All soft furnishings / toys removed from class. 		<ul style="list-style-type: none"> ▪ All equipment / resources can now be shared by children and adults in the “Bubble” and cleaned as part of the routine cleaning regime. ▪ All equipment / resources shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. 		
<p>19. Outside Play Equipment How: External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised</p>	<ul style="list-style-type: none"> ▪ All external play equipment will be risk assessed to ensure it is age / maturity appropriate. ▪ All play on external equipment will be supervised by school staff. ▪ All external play equipment is visually inspected by Premises staff monthly. ▪ An annual inspection and service is undertaken by a competent contractor. 		<ul style="list-style-type: none"> ▪ Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”) ▪ Outside resources washed in water tray with sterilising solution and can be left to dry overnight. 		

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or shared by different “bubbles” at risk of transmitting the virus.					
20. PE How: Exposure to the virus due to equipment not sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.	None		<ul style="list-style-type: none"> ▪ Sports and activities undertaken outside when possible. ▪ No contact sport timetabled. ▪ Equipment cleaned and sanitised between “bubbles”. ▪ A selection of PE equipment assigned to each “bubble” ▪ Pupils to wash hands after PE lesson. ▪ Teacher to demonstrate activity and then remotely supervise the pupils. ▪ Equipment spaced out to enhance distancing around the pupils and staff. ▪ Changing for PE will be completed within bubble Years 5 and 6 only to separate gender. 		
21. Transport - School How: Exposure to the virus due to lack of social distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different “bubbles” mixing.	None		<ul style="list-style-type: none"> ▪ Pupils to sit near other members of their “bubbles” where possible. ▪ Space to be left between seats to ensure social distancing. ▪ Hand sanitiser applied to pupils on boarding and disembarking from the transport. ▪ Additional cleaning of the vehicles will be undertaken (if they are a school vehicle – 		
22. School Estate	<ul style="list-style-type: none"> ▪ All visual fire / water / gas / electric / lift checks undertaken by premises staff. 		<ul style="list-style-type: none"> ▪ Statutory maintenance check undertaken by Premises staff March 2021 – prior to opening and 		

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<p>How: School not safe to reopen. Building checks not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.</p>			<p>mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist)</p> <ul style="list-style-type: none"> ▪ Full site inspection undertaken by Premises / SLT / Governor / Trade Union Rep – once roof works are completed. ▪ All water outlets flushed regularly, and records maintained. ▪ WATER SAMPLES UNDERTAKEN DATE NEEDED– results with Facilities Manager 		
<p>23. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus</p>	None		<ul style="list-style-type: none"> ▪ All doors and windows kept open ▪ Desk and ceiling fans can now be used as long as the area is well ventilated. ▪ No air conditioning to be used. 		
<p>24. Staff Meetings How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.</p>	None		<ul style="list-style-type: none"> ▪ Meetings will be via zoom. ▪ Smaller groups will be considered where appropriate but meeting time will be limited. ▪ Meetings with Parents / Carers only permitted if they are of an urgent matter. (indoor) <ul style="list-style-type: none"> ▪ Room to be arranged to ensure social distancing. ▪ Visitor guidance sent to Parent / Carer prior to meeting. 		
<p>25. Personal Protective Equipment (PPE) How: Risk of contracting the</p>	<ul style="list-style-type: none"> ▪ PPE available in classrooms (for first aid and intimate care). ▪ PPE sourced and stocked by Facilities Manager ▪ Procedure in place for a pupil 		<ul style="list-style-type: none"> ▪ All school staff issued with guidance on the wearing and removal of PPE. ▪ All PPE purchased in accordance with PHE https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education- 		

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virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE available, not correct standard of PPE	<p>displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear.</p> <ul style="list-style-type: none"> Staff at the main gate to wear PPE if they feel anxious and at risk from parents / carers not socially distancing. 		<p>and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
<p>26. Working from Home How: Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.</p>	<ul style="list-style-type: none"> See Work at Home RA Staff issued with guidance to set up workstation correctly See Lone Working RA 		<ul style="list-style-type: none"> All staff in school as HT has not been contacted by any member of staff who states they have a letter to shield. 		
<p>27. Lettings How: Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.</p>	<ul style="list-style-type: none"> Lettings during the spring term will only be allowed to known individuals and only after school business has closed and a COVID risk assessment completed and approved. 		<ul style="list-style-type: none"> Lettings will be risk assessed on an individual basis and clear guidance and information to the hirer will be communicated. 		
<p>Wrap Around Care How: Pupils and staff contracting the virus</p>	<p>Will commence again March 8th 2021</p>		<ul style="list-style-type: none"> See <u>Wrap Around Care</u> RA 		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
due to pupils from different "Bubbles" mixing. Lack of social distancing, poor cleaning / sanitising, sharing of food and utensils / equipment, parents congregating when dropping off and picking up,					

**Signed: C.Keen
R. Clarke**

**Role: Headteacher
Chair of Governors**

**Date: 27th August 2020.
30th September 2020
25th October 2020
1st March 2021**