

Significant Findings of Risk Assessment

Site / Premises: Abbey Mead Primary Academy	Assessment Carried Out By	Assessment Serial Number: V9 – 30-09-20		
Department:	Name: Gary Aldred Signature: G J Aldred	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Clare Holland Signature:	20-07-2020	20-08-2020	Gary Aldred, Sarah Ridley & Milan Premdjy
		19-08-2020	19-09-2020	Gary Aldred
		18-09-2020	18-10-2020	Gary Aldred & Clare Holland
		30-09-2020	16-10-2020	Gary Aldred

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance
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What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action by Who?	Action by When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p>	2	3	6	<p>Hand washing facilities are present throughout the site with monitored levels of soap and towels (should an area be low in these, please report to the site team for immediate rectification). In addition, sanitising units are present at the entrance to the site and each classroom.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Guidance on good hygiene has been shared throughout opening and will continue to be promoted to staff and pupils; this includes hand washing and respiratory hygiene.</p> <p><u>Hand Washing</u></p> <ol style="list-style-type: none"> 1. Hand washing facilities with soap and water in place. 2. Stringent hand washing taking place. 3. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - print 4. Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 5. Gel sanitisers in any area where washing facilities not readily available <p>Clear measures about reporting cases will be communicated with staff through the staff briefing</p> <p>The needs of individual pupils with specific areas of SEND and those requiring intimate care will be reviewed fully and shared with staff prior to opening in September</p> <p>All employees made aware of PPE availability (gloves and masks) and use in any situations where social distancing cannot be maintained.</p>	<p>Site team</p> <p>Supervising staff</p> <p>GA</p> <p>BJ</p>	<p>24-08-20</p> <p>01-09-20</p> <p>25-08-20</p> <p>01-09-20</p>	<p>Daily briefing 18-09-20</p>

		<p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>For SEN & Early years children regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Where possible, there should be an identified adult documented through the SEND individual risk assessment.</p> <p>Clear signage and information are to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p>			<p>Management checks to ensure this is adhered to and appropriate measures taken to address issues as they arise.</p> <p>Employees and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Children will be briefed on how to use the sanitizing units upon their transitions days in September when there are limited numbers of children in school. Supervision of these will occur and staff will be additionally vigilant in their use for very young children and those with complex additional needs.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>Information and guidance shared through parent letters, contractors' procedures and signage</p>	<p>GA – Briefing</p>	<p>25-08-20</p>	<p>Additional signage added to all bins 18-09-20</p> <p>Translated messages in Gujarati, Hindi, Urdu,</p>
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Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 7days. Their fellow household members should self-isolate for 14 days. All staff and pupils attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario. <i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do</p>	2	3	6	<p>Sickness absence to be recorded accurately and ensure that any COVID-19 symptom absence is highlighted and staff are told to be tested (we may also need to provide this data to Health Protection should we have two or more confirmed cases).</p> <p>Clear procedures are in place and have been communicated with staff in regard to following national guidance around COVID-19 symptoms throughout. This will be reiterated during the training days (briefing PowerPoint)</p> <p>The school have placed an order for self-testing kits which will be held by the business manager. Staff will be directed to the nearest testing centre or be provided with a home test kit where they are unable to access these.</p> <p>Trust template letters have been received and will be sent home in accordance with each of the outlined scenarios.</p> <p>A log of children sent home with symptoms and those reporting symptoms will be kept</p>	SLT, Site Manager and SBM GA - briefing CH GA & CH	25-08-20 25-08-20 24-08-20 As needs arise	<p>Informed PHE, DFE, LA & Trust following all confirmed cases and taken appropriate actions</p> <p>Emergency kits have been used as appropriate for those unable to gain access to a test</p> <p>Trust& PHE letters</p> <p>Updated daily &</p>

		<p>not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England’s Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Principal immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. 				<p>by the office team. End dates for self-isolation and return dates to school will be communicated with parents proactively and shared with staff for them to monitor. If negative test results are provided, children will be able to return to school.</p> <p>Practices will be shared with all staff through briefings on INSET days and be placed in the staffroom, workrooms and office.</p> <p>AMICA counselling service promoted to all employees.</p> <p>Signpost staff to relevant external agencies such as: https://www.educationsupport.org.uk/</p> <p>Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>GA - briefing</p> <p>GA, SLT & SBM</p>	<p>25-08-20</p> <p>25-08-20</p>	<p>parents emails in test results.</p> <p>Regular phone calls</p>
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Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements considered when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p>	2	3	6	<p>All staff encouraged to travel to work by car, walking or cycling and to avoid the use of public transport. Where unavoidable face covering must be worn.</p> <p>Staff are encouraged to consider carefully, their transport arrangements during this time. Taking time to consider how they will travel to and from work, allowing sufficient travel time and where possible avoiding public transport or car sharing with individuals outside of their household. Where this is unavoidable, staff should follow national guidance in regard to appropriate measures to reduce risk of transferal.</p> <p>In order to minimise coach travel, enrichment opportunities for the 1st half of the Autumn term have been planned to take place in the local area and through inviting limited visitors into school to provide speeches, run workshops and activities (all risk assessed accordingly)</p> <p>The school minibus has been decommissioned and will not be in use.</p>	<p>TMET HR, GA & SBM</p> <p>Briefing</p> <p>KR, UR & HP</p>	<p>25-08-20</p> <p>25-08-20</p> <p>25-08-20</p>	<p>Reminder in briefing</p>

		<p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Vehicles are to be regularly cleaned, including touch points. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. 				<p>For any offsite visits in the future requiring coach travel, guidance will be monitored and followed in regard to the wearing of face coverings for adults.</p> <p>No school vehicles/private owned cars by staff should be used to transport children displaying symptoms of COVID-19 unless in an emergency situation, having sought approval from Gary Aldred and having taken all precautionary actions.</p> <p>For any offsite visits in the future requiring coach travel, children will be seated in class groups and never more than year group groupings as outlined in this document.</p>			
<p>Contaminati on during Access to &</p>	<p>Staff, Pupils, Visitors</p>	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. 	2	3	6	<p>To promote social distancing at the start and end of the day, we have established designated drop off and collection points for each year group.</p>	<p>Supervisi ng staff, SBM and site team</p>	<p>25- 08- 20</p>	<p>Collection times have been extended to allow for travel and</p>

<p>egress from site</p>		<ul style="list-style-type: none"> • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). • Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p>				<p>This information has been shared with parents prior to the summer holidays (parental letter) and will be reiterated to parents during transition days. Staff have been allocated accordingly to enforce social distancing and safe access and egress from the site.</p> <p>In addition, a new entrance has been opened to further support distancing and reduce congestion.</p> <p>Hand sanitising units have been installed at all entrances and exits. Censored (non-contact) units have been installed at these locations to further reduce contact transmission.</p> <p>Social distancing markings of 2m will remain at entry and exit points to promote distancing between adults and colleagues & adults and children. It is not the expectation that children should remain 2m away from other children in their group.</p> <p>Cleaning runs have been increased.</p> <p>Careful consideration has been given for the admission of new children (particularly in the EYFS) where they require parental reassurance and settling during transition events. Additional spacing and time has been allocated to allow this to occur in the safest possible way.</p> <p>Lidded bins are present throughout the site with foot pedal mechanisms.</p> <p>Our Guidance for Visitors' and Contractors will continue to be communicated with contractors and visitors prior to admission for maintenance. Access will only be granted via the office and contractors will be safely accompanied for works by our site team.</p>	<p>GA</p> <p>Site team</p> <p>EYFS Team</p> <p>Site team and office team</p>	<p>08-07-20</p> <p>13-07-20</p> <p>08-07-20</p> <p>06-06-20</p>	<p>further distancing</p> <p>Regular updates and reminders through WEDUC, website & letters</p> <p>Liaised with LA to install markings outside of the school perimeter to further support distancing</p>
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		<p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>			<p>Information is included in the briefing documentation that will be shared prior to the new term and during INSET training.</p> <p>Information regarding dropping off and collecting children has been shared with parents prior to the summer break and will be practiced during transition days in September</p> <p>Gates will be manned by members of SLT and parents will be encouraged to socially distanced and asked to disperse where this is not the case.</p> <p>Signage is present at entrances and reception asking parents to call the office once they arrive on the site rather than accessing the building. This signage is also present in Gujarati.</p> <p>School staff at entrances will have a list of the pupils expected for each transition day; as these have been prepared for registers. If a child arrives in the morning who is not due in for transition, parents will be contacted and they will be asked to collect the child There will be a member of senior leadership outside every morning at each entrance, to reiterate these arrangements.</p>	<p>GA</p> <p>GA</p> <p>Admin team</p>	<p>17-08-20</p> <p>08-07-20</p> <p>24-08-20</p>	<p>Regular updates via WEDUC, newsletter and letters – including face coverings</p> <p>Rota for gates in place</p> <p>Addition of translated videos</p>
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<p>Contaminati on within Internal Areas</p>	<p>Staff, Pupils, Visitors</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size with be determined by local circumstances.</p> <p>It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p><i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffroom is to be kept to a minimum.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Within the EYFS setting, careful consideration has been given to the layout of classrooms and teaching spaces to be used; in order to promote distancing. Each Reception classroom has a double base. These areas are highly ventilated with multiple doors, windows and high-level sky lights which can be opened. Further consideration has been given to the use of toilets to ensure they are only being used by given class/year group bubbles of pupils within the EYFS setting to avoid cross over. All soft furnishings which cannot easily be wiped clean will be out of circulation or used in a manner where they can be cleaned regularly.</p> <p>Adjustments have been made to the ASD provision for high level needs pupils; moving furniture to promote greater distancing and removing window bars to allow for ventilation on the ground floor.</p> <p>Classroom layouts have been redesigned to maximise spacing whilst accommodating full class sizes. In most classrooms, seated positions face the front of the room. Teachers are advised to have appropriate spacing around desks (shared in briefing).</p> <p>Corridors, stairwells and playgrounds have had markings placed every 2m, to promote safe travel, entrance and egress from the building between colleagues and adults and children.</p> <p>Staggering of break and lunchtimes will half the number of pupils moving around the building at any one time. Through designated stairwells, this will further reduce the likelihood of contact.</p> <p>**Please refer to work planning for additional information and guidance around staffing allocations and groups</p>	<p>GA & EYFS team</p> <p>GA & Site team</p> <p>Teaching staff</p> <p>Staff</p>	<p>24-08-20</p> <p>01-08-20</p> <p>01-09-20</p> <p>01-09-20</p>	
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<p>Contaminati on in Outdoor Areas</p>	<p>Staff, Pupils</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Timetables to be reviewed to stagger break times and reduce congestion.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Classes/ Timetables/ Routines</p> <ul style="list-style-type: none"> • Break and lunchtimes will be staggered accordingly to promote social distancing and minimal movement around the school throughout the day upon broadening our wider opening. Year groups will use 5 different designated playgrounds to achieve this. <p>Due to the physical size of the school and staggered timetables, sufficient space within the halls and classrooms will be available should there be inclement weather conditions to take breaktimes inside. Further details and rotas around this will be shared.</p> <p>Midday Supervisors (MDS) will be assigned to each class bubble. They will meet the children in the classroom and the children will remain in the classroom to eat their dinners; exception of Reception pupils who will eat their dinner in the hall due to physical layout of settings. They will then be</p>	<p>GA & staff</p> <p>GA – briefing</p> <p>JH</p>	<p>25-08-20</p> <p>25-08-20</p> <p>01-09-20</p>	

		<p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils are minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>				<p>taken to the designated areas of the playground to play.</p> <p>All external play equipment will remain taped off by the site team and MDS will be told not to allow pupils on to the equipment.</p> <p>New electronic hand sanitising units will be installed alongside push units</p> <p>PE risk assessments and guidance will be updated and shared accordingly: focusing on spacing, equipment and activity</p>	<p>Site team</p> <p>GA & CC</p>	<p>15-07-20</p> <p>01-09-20</p>	
<p>Allocation of Staff</p>	<p>Staff</p>	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Principal. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing amongst staff; therefore, the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Staff roles have been reviewed and staff have been deployed in accordance with the needs of pupils. Where it is possible to complete a percentage of a role off site, this has been discussed with individuals (business admin).</p> <p>Pupil lunchtimes have been staggered resulting in staff lunchtimes being staggered to reducing the number of staff having to access the staffroom. In addition, facilities have been established in the PPA studio, mezzanine kitchen and EYFS kitchen to further promote and support social distancing of staff.</p> <p>All statutory roles are covered throughout the entirety of the day (first aid, DSL, etc.)</p> <p>Transportable plastic divisions have been installed in PPA workroom and offices to support where multiple adults are working.</p>	<p>GA & JH</p> <p>GA & Site team</p>	<p>08-07-20</p> <p>10-07-20</p>	<p>Additional signage and room capacity signs have been placed in breakout rooms to further promote distancing</p>

		<ul style="list-style-type: none"> • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. • Only essential lone working is permitted. Those staff identified as possibly lone working in their area in school, should read and sign the lone worker risk assessment. 			<p>Staffing allocations have designated teachers and TAs to set classes and year groups.</p> <p>For staff members whose role requires them to work across classes, consideration has been given.</p> <ul style="list-style-type: none"> • CC will deliver PPA & leadership cover to a set year group and spend the remainder of his time supporting the delivery of PE across the school. In other year group, he will be supported by staff within the class/ year group bubble so to avoid the need for him to come into close proximity of children in multiple groups. In addition, CC will have access to additional PPE should he wish to use this. The majority of PE sessions will take place outside to further promote distancing and ventilation. • For music, NO will deliver music tuition to years 5 & 6. Sessions will take place outside where possible (well ventilated areas), children will sanitise their hands before handling instruments and instruments will be wiped down between use. NO will have his own instrument to model which will not be used by the children. NM will have access to additional PPE should he wish to use this. • For peripatetic sessions, the teacher will wipe down and sanitise the piano between students. The children will be given a time and make their own way to the music room so the music teacher does not need to move around the building. <p>Cleaning rotas have been reviewed and an additional cleaner will be onsite throughout the day to wipe down touch surfaces in communal areas.</p> <p>Staff have been allocated to drop off and collection points to enforce distancing (see logistics document and briefing) Lone working will not take place across the school as all floors will have multiple staff present in their own classrooms.</p>	<p>GA & individual teachers</p> <p>Site team</p> <p>Logistics document</p>	<p>01-09-20</p> <p>01-09-20</p> <p>08-07-20</p>	
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Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion. Any use of shared offices, etc. is also to be staggered.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p>	2	3	6	<p>Classroom layouts have been redesigned to maximise spacing whilst accommodating full class sizes. In most classrooms, seated positions face the front of the room. Teachers are advised to have appropriate spacing around desks (shared in briefing). Boxes have been taped around teacher desks to further promote distancing and awareness for children.</p> <p>Logistics and guidance document shared with teachers clarifies measures; including, groupings, classroom allocations, lesson spaces, etc.</p> <p>Drop off and collection arrangements have been considered, allowing increased flexibility of timings and the opening of an additional entrance (Loughborough Road) to separate out pupils and parents to reduce congestion.</p> <p>Perspex separation screens have been purchased for offices, meeting rooms and shared spaces where close proximity working is more likely</p> <p>In line with government guidance, we will introduce a tiered system dependent upon a number of factors; including the age, ability and understanding of children. Understandably, older children on the whole will have a clearer understanding and ability to follow guidance and measures. In addition, they are likely to have better understanding of respiratory and personal hygiene. As such, our measures will be: ** Measure 1 – Class bubbles ** Measure 2 - Year group bubbles</p>	<p>Staff</p> <p>GA & JH</p> <p>GA & Site team</p>	<p>24-08-20</p> <p>08-07-20</p> <p>10-07-20</p>	<p>Taking account of the current infection rate in the city and cases in school, year group groupings have been halted in favour of class bubbles for Year 6.</p>

		<p><i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>				<p>Therefore, Year 5 & 6 pupils maybe grouped within their year group bubble at different stages of the day for educational activities appropriate to their ability and needs. This will also support our year group clubs which will run after school to support physical health, social interactions and skills</p> <p>Children will be spoken to about personal space and no touching approaches (Behaviour Policy Addendum V3)</p> <p>Logistics, procedures and timetables have been put into place to promote distancing between classes and other year groups throughout the day (lunchtime, breaktimes, etc.).</p> <p>Whilst staff are permitted by guidance to work between groups, we have introduced new PPA timetables and staff allocations to minimise movement wherever possible. This has included the introduction of PPA cover between adjacent year groups.</p> <p>PE activities, planned tasks and risk assessments will promote the use of outdoor spaces.</p> <p>Individual stationary packs will be introduced in September to minimise the use of shared resources.</p> <p>All pupils who have an EHC plan, pending EHC plan or specific SEND needs which require close contact or intimate care will have an individual pupil risk assessment prior to their attendance in September. These will include reference to the use of appropriate PPE for given tasks.</p>	<p>Staff</p> <p>GA – briefing</p> <p>JH</p> <p>Staff</p> <p>BJ</p>	<p>01-09-20</p> <p>08-07-20</p> <p>08-07-20</p> <p>24-08-20</p> <p>24-08-20</p>	
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) 	2	3	6	<p>Rigorous checks will be carried out by the Site Manager to ensure that the necessary procedures are being followed. These checks will be recorded as complete and any unresolvable issues escalated immediately via the SBM.</p> <p>We have considered the cleaning needs during the day and arrangements in place for deep cleans as areas come into use. The additional cleaner is in school between 9am and 3pm and will not coming to contact</p>	Site team	Daily	<p>16-09-20 – Check of records carried out by GA & CH</p> <p>During additional cleaning, all staff are assigned</p>

		<ul style="list-style-type: none"> • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be cleaned regularly and between each group use.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine-based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>				<p>with the main cleaner to team to reduce the risk of cross contamination.</p> <p>If additional cleaning hours are required each Business Manager should firstly speak with the Trust central team to establish whether there are any spare resources internally. Failing this then extra hours will be offered to existing cleaners, other roles will be redeployed to this area or external cleaning hours will be purchased. GA informed MP of intention to increase hours of casual cleaner during this period to ensure a cleaner is on site during the day - agreed</p> <p>Cleaning supplies to be sourced from usual suppliers i.e. Jangro and Espo. All COSHH guidance to be followed regarding usage and storage. Lidded peddle bins have been placed in all classrooms. All waste will be double bagged and disposed of in accordance to most recent guidance. External bins will be labelled to indicate which are storing waste products and when they should be collected.</p> <p>Relevant PPE to issued to cleaning Team and Site Team. Disposal to be overseen by Site Team.</p> <p>All cleaning products are ordered from Jangro and supplied with relevant COSHH information Sheets.</p> <p>All external play equipment has been tapped off and supervising staff will prevent pupils from accessing the equipment.</p>	<p>SBM & Site Team</p> <p>SBM and Site team</p> <p>SBM and Site Team</p> <p>Site Manager</p>	<p>Ong oing</p> <p>24-08-20</p> <p>Ong oing</p> <p>01-09-20</p>	<p>work rooms</p> <p>Spot checks carried out weekly by seat team that cleaners are wearing appropriate and guidance given</p>
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AMPA TMET COVID-19 Risk Assessment – V8

<p>Deliveries & Waste collection.</p>	<p>Staff, Pupils, Delivery drivers, Waste collection operators</p>	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Deliveries Drop off points established outside at Ross Walk entrance and Bruin Street, with instruction for delivery drivers to phone site team to notify them of the arrival of the delivery. Site team to only take in deliveries into the building wearing gloves or having wiped the packaging with anti-viral spray. Gloves then to disposed of appropriately, in to closest lidded bin. When it is not possible to leave deliveries outside, parcels are only to be brought into the building by staff and must be handled with gloves or cleaned with anti-viral spray. Gloves then to disposed of appropriately, in closest lidded bin.</p> <p>Waste Waste collection is automated and requires no contact from school staff. Collections routinely happen outside of school drop off and collection, so will impact on minimal people. Current guidance for waste is that it placed inside two bags and should be stored for 72 hours before collection. As collections are weekly it will be possible to create 'holding bins' externally to ensure this is achieved. External bins will be labelled as waste and collection date will be indicated on the signs.</p>	<p>Site Team & Admin Team</p> <p>Site Team & Admin Team</p>	<p>Daily</p> <p>Daily</p>	
<p>Contractors</p>	<p>Staff, Pupils, Contractors</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> Reception areas Toilets Notice boards in staffrooms, workrooms and staff kitchens Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the school (Ross Walk, Ellis Avenue and Bruin Street).</p>	<p>Site Manager & SBM</p> <p>Site Manager</p>	<p>24-08-20</p> <p>15-07-20</p>	

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		<p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also, who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third-Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the school's arrangements.</p>				<p>Site Team to meet all contractors at reception to carry out contractor induction, contained in the contractor folder in the main office.</p> <p>In addition to the usual guidance all contractors must be provided with the schools Contractor/ Visitor guidance about the school's precautions with regards to prevention of the spread of the virus.</p> <p>If a job cannot be carried out following the social distancing principles; this must be discussed with the company the contractor came from.</p> <p>Where a contractor refuses or repeatedly fails to observe the social distance principles, then the Site Manager will ask the contractor to leave the site and alternative arrangements will be made to complete the job.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p> <p>Lidded bins are available to contractors to dispose of gloves and wipes.</p>	Site team	Ongoing	
Inclement weather – cold temperature allows disease to survive	Staff, Pupils, Visitors	<p>All persons to dress appropriately for the weather.</p> <p>Facilities are provided to shelter from the elements</p> <p>Maintain good hygiene measures at all times.</p>	2	3	6	<p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p> <p>It has been established that the school halls can be used for wet play and offer sufficient space in order to maintain social distancing measures.</p>	GA at Staff briefing	25-08-20	
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>	2	3	6	<p>Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	Staff	Ongoing	

		<p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				<p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> •Reception areas •Toilets •Notice boards in staffrooms, workrooms and staff kitchens •Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the school (Ross Walk, Ellis Avenue and Bruin Street).</p> <p>Lidded peddle bins have been positioned in all classrooms. All waste will be double bagged and disposed of by an appropriate member of staff, in accordance to most recent guidance.</p> <p>Lidded Bins will also be placed in reception for visitors to dispose of tissues and wipes. These bins will be emptied daily as a minimum and the waste disposed of in accordance with current guidance.</p>	<p>Site team</p> <p>Site team</p> <p>Site Team & Cleaners</p>	<p>25-08-20</p> <p>15-07-20</p> <p>15-07-20</p>	
<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p>	2	3	6	<p>Lunchtime Arrangements for Pupils All pupils will remain on site for their lunch. For the 1st half of the Autumn term, all pupils will have a packed lunch. Packed lunches will be provided by the onsite kitchen for FSM and UIFSM pupils. In addition, children will be able to order a paid packed lunch in the same manner as they would usually order a hot meal.</p> <p>Parents will be offered the option to send in a packed lunch.</p> <p><u>Break times</u> will be staggered to ensure that the social distancing principles can be maintained. The adult responsible for the class will escort the children outside to the designated area and remain with their children. When outside the children will remain in specific areas and will not be permitted to mix with other children from other classes or groups</p> <p><u>Lunchtime</u> At lunchtime the children will remain in their group and will be eating in classroom (EYFS in hall for spacing) The teacher or teaching assistant will take the children out to the toilets and ensure hands</p>	<p>CH – discussed with city catering</p> <p>GA – wrote to parents</p> <p>JH</p> <p>JH & GA – briefing</p>	<p>10-07-20</p> <p>10-07-20</p> <p>25-08-20</p> <p>25-08-20</p>	<p>For a small number of pupils, due to SEND, children go offsite for lunch (individual risk assessments)</p> <p>Food hampers have been distributed for FSM pupils who are self-isolating</p>

		<p>Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>			<p>are washed before they return. The teacher will ensure table tops are left clear before lunch. The allocated dinner lady will clean all the table tops with the cleaning packs provided, and the children will be escorted back to the classroom to eat. When the children have finished lunch, they will wash their hands again and be escorted to their designated play area. The children will not be permitted to mix with children in other classes or groups.</p> <p>Catering – Statement from City Catering With regards to the Government announcement regarding schools, we are very conscious that each school will be undertaking its own 'risk assessment' to deal with the return of pupils. My team and I will work very closely with you on the organisation and safe delivery of a catering service in your particular setting as your arrangements for this reopening become clearer. This will no doubt differ from school to school in terms of meal numbers, lunchtime organisation etc., but please be assured that we are ready to work closely with you on this.</p> <p>Currently it has been agreed that pupils will have a packed lunch. School packed lunches will be served in packaging that means nothing needs to be returned to the kitchen, to reduce the contact between catering staff and the pupils or school staff.</p> <p>Drinking water will be provided in a way that eliminates pupils touching communal taps or surfaces. All drinking fountains are to be disconnected.</p> <p>Chairs and tables to be cleaned between use where necessary. GA has approved additional cleaning hours with TMET finance team.</p> <p>All food waste will be disposed in accordance with current guidance.</p> <p>The eating area will be thoroughly cleaned after use; paying specific attention to table tops, chairs and entrance and exits of the room.</p> <p>Lunchtime Arrangements for Staff</p>	<p>CH</p>	<p>01-09-20</p>	
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						All staff will be encouraged to take time outside at lunchtime and will be reminded of the importance of social distancing and must remain in their allocated teaching bubbles.			
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p>	2	3	6	<p>No specific sports changing facilities at Abbey Mead. Older children will come to school dressed in their PE kits on the days of PE to avoid the need for multiple classrooms to allow for changing. Younger children will change within their classrooms</p> <p>Intimate Care to be carried out according to existing school policy. Staff who are required to carry out intimate care will be provided with relevant PPE to carry out this task.</p> <p>All PPE used to be disposed of immediately and in accordance with current guidance.</p> <p>Cleaning of toileting facilities has been increased throughout wider opening and will continue in the new academic year.</p> <p>Hand dryers have been disconnected and replaced with disposable blue paper towels</p> <p>Social distancing measures have been put in place in the areas close to the toilets and break and lunchtimes have been staggered so that numbers can be kept low in these areas.</p> <p>Staff who wish to change their clothes on arrival and departure, have sufficient options and toilet facilities for this to occur.</p>	GA Identified staff	08-07-20 01-09-20	Curriculum newsletter for year groups/separate letter
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p>	2	3	6	<p>Employees, pupils, contractors and limited numbers of visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the</p>	Site Manager	Ongoing	

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		<p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>				<p>public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>All staff to attend staff briefings with principal and SLT members to talk through all the procedures. PowerPoint slides will be provided for staff to keep with all systems and processes explained.</p>	All staff with GA and SLT	25-08-20	
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	1	3	3	<p>The Fire Risk Assessment has been reviewed to reflect the new opening arrangements focusing specifically on:</p> <ul style="list-style-type: none"> • How to maintain good through flow of air without increasing the risk of fire spreading. Identify which door are safe to prop open and which need to stay close for fire safety reasons. • Children and staff will be in new classrooms at the beginning of the year and will need to be aware of escape routes. Year group fire evacuations will be run in September to familiarise teams with escape routes without the need for evacuating all pupils at one time and increasing risk of exposure to other • Areas that are not in regular use i.e. the enrichment rooms will need to be checked for any potential fire hazards as these will not now get picked up during the normal school day. • Ensure that no fire escape routes get locked down and that no furniture is stored in front of fire doors or blocking escape routes <p>In an emergency situation, staff and children will evacuate the school building following the safest and nearest possible route as</p>	GA	30-09-20	
							GA - briefing	25-08-20	

						indicated through fire evacuation signage. In these circumstances, staff and children will not be expected to follow any one-way system or stairwell restrictions.			
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	1	3	3	<p>Dedicated first aid areas have been identified in the medical room (community wing) and bubble room and library. These areas have been equipped with the required PPE and cleaning materials. The PPE and cleaning materials will be appropriately stored to ensure they work to their maximum effect and should be disposed of in the lidded bins provided.</p> <p>Where possible the member of staff will ensure that social distancing is observed. If necessary another member of staff with relevant PPE can assist with first aid to ensure staff touch the minimum number of surfaces.</p> <p>Midday supervisors will no longer use paper notes to inform the office of any first aid issues they deal with. All incidents will be explained verbally and office staff will keep written notes.</p> <p>First Aid for cases of suspected Covid - 19</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds and dry them using paper towels after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms</p>	Site team	25-08-20	
							GA – shared in briefing	25-08-20	For safeguarding requirements and to ensure clarity, slips have been reintroduced and are placed on the hatch.

						<p>has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>After providing first aid all PPE must be disposed of immediately in the lidded bins provided and waste must be disposed of in line with current guidance.</p>			
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Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

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

Cleaning Guidance

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

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year

		Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
		Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.