

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2021)

Assessment date:

07.09.2021

Name of assessor:

Julia Julian

## ROWLEY VIEW NURSERY SCHOOL – RISK ASSESSMENT

In Walsall, in line with national guidance, the agreed thresholds that should trigger additional assessment and seeking advice from the local public health team are –

5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 within 10 days among pupils or staff clustered in a consistent group

**In the event of this happening, The School's Contingency Plan is added in 'Yellow' at the end of each section**

| What are the significant hazards?   | Who might be harmed & how? | Existing controls<br>(What are you already doing?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Additional controls required<br>(Do you need to do anything else?)                                 | Residual risk rating*<br>L/M/H | 1. Action by<br>2. Target date<br>3. Done date         |
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| Building and class occupancy levels | Staff and pupils           | <ul style="list-style-type: none"> <li>Staff informed to follow social distancing where possible.</li> <li>Staff should avoid close face to face contact if possible</li> <li>Staff are encouraged to stagger arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points</li> <li>The taps, soap dispensers, toilet handle and toilet door in the bathroom will be cleaned after each child has used them as the sink will be shared by both 'bubbles' of children. If the changing table needs to be used, this will be cleaned before and after each use using antibacterial spray.</li> <li>Room and resources for 15-hour provision to be cleaned at the end of the morning session before afternoon children arrive</li> <li>Room and resources for 15-hour provision to be cleaned at the end of the afternoon session in preparation for the morning session the following day</li> <li>Classroom and resources for 30-hour provision to be cleaned at the end of am and pm sessions</li> <li>Masks to be worn by staff in communal area</li> </ul> | <p>Training Day 07.09.21</p> <p>Regular and consistent communication and discussion with staff</p> | M                              | <p>1.All staff</p> <p>2.07.09.21</p> <p>3.08.09.21</p> |

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|                                                    |                    | <ul style="list-style-type: none"> <li>• Staff choice as to whether or not to wear masks when working with the children</li> <li>• A staff member, wearing visor/ mask, will welcome our 30 hour children from the side school gate and take them to the back door of school</li> <li>• A staff member, wearing visor / mask will welcome our 15 hour (Owls) children from the street gate and enter school through the front entrance</li> <li>• A staff member, wearing visor / mask, will welcome our 15 hour (Robins) children through our front entrance from the front gate, through to the garden entrance</li> <li>• On entry, all children will be assisted to use 70% alcohol hand sanitiser</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>• Reinstate 'Bubbles'</li> <li>• Classrooms will be reorganised</li> <li>• Staff nor pupils will cross 'Bubbles'</li> <li>• Reduced group sizes to prevent overcrowding</li> <li>• To follow current Government Guidance</li> </ul> |                                                                                                                                             |   |                                                         |
| Segregation of Pupils                              |                    | <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>• Reinstate 'Bubbles'</li> <li>• Classrooms will be reorganised</li> <li>• Reinstate staggered start / finish times</li> <li>• Staff nor pupils will cross 'Bubbles'</li> <li>• Toys, resources and equipment will be reduced</li> <li>• Increased use of PPE</li> <li>• To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                             |   |                                                         |
| Staff and parent interaction. (Including meetings) | Staff and families | <ul style="list-style-type: none"> <li>• Parents have been advised that they must inform the school of an outcome of a child's test as soon as possible</li> <li>• Parents are aware of the key contact methods for the school and specific teachers; including, telephone, website and social media contacts</li> <li>• Parents are aware that they are only allowed onto the school grounds at specified times for drop off and collection</li> <li>• If meetings are required with parents, they are held using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed</li> </ul>                                                                                                                             | <p>Training Day 07.09.21</p> <p>Key information communicated to parents / carers via the Parent / Carer Handbook and the Induction ppt.</p> | M | <p>1. All staff</p> <p>2.07.09.21</p> <p>3.08.09.21</p> |

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|                             |       | <ul style="list-style-type: none"> <li>Only absolutely necessary participants should attend meetings and should maintain social distancing throughout</li> <li>Avoid any sharing of work equipment including pens/paper etc.</li> <li>A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> <li>Staggered 'Stay and Play' sessions with a maximum of 6 children at any one session</li> <li>Parent / carers have been informed that the children will be left at the door (autumn term)</li> <li>Information given to parents via updated parent handbook</li> <li>Information shared on school Facebook page and school website</li> <li>Autumn Term Consultation Meetings will be delivered via telephone / Teams</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>No adults allowed on school site</li> <li>All meetings / reviews will be held virtually or out-doors</li> <li>Only 1 adult to drop off / collect</li> <li>Social distancing must be adhered to when dropping off / collecting</li> <li>To follow current Government Guidance</li> </ul> |                                                                                                                                               |   |                                                          |
| Staff and Staff interaction | Staff | <ul style="list-style-type: none"> <li>Instruct staff members to adhere to social distancing at all times with those members of staff outside of their team</li> <li>Reminders and notices are clearly displayed at critical points around the building including staff only areas</li> <li>Specific toilet areas have been identified for specific groups <ul style="list-style-type: none"> <li>AF's and SH's Teams use toilet next to outside door</li> <li>LP's and Office staff use toilet next to staffroom</li> </ul> </li> <li>Lunch times are taken with current team <ul style="list-style-type: none"> <li>30-hour RVN staff will spend lunchtime in their area</li> <li>Rowley Robin staff will spend lunchtime in their area</li> <li>15-hour RVN staff will spend lunchtime in the staffroom</li> </ul> </li> <li>Copy of Risk Assessment is given to each Team</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Staff must adhere to social-distancing at all times</li> <li>Stagger start and finish times</li> <li>To follow current Government Guidance</li> </ul>                                                                | <p>Training Day 07.09.21</p> <p>Risk assessment shared with all staff</p> <p>Key information communicated to staff via the Staff Handbook</p> | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |

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| Contamination on surfaces including toys and equipment | Staff and pupils<br><br>Transmission of Covid-19 | <ul style="list-style-type: none"> <li>Soft furnishings which are difficult to clean will be removed</li> <li>Soft toys or toys which may have parts which are difficult to clean will be removed</li> <li>All surfaces and shared resources are sanitised at the end of each session / between each group attending</li> <li>All surfaces are sanitised at the end of each day</li> <li>Cleaning Routine is on display</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Toys, resources and equipment will be reduced</li> <li>Equipment will be rotated to allow time to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Training Day 07.09.21<br><br>Cleaning Schedule |   | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Lack of effective cleaning                             | Staff and pupils<br><br>Transmission of Covid-19 | <ul style="list-style-type: none"> <li>Cleaning programmes have been reviewed to ensure that all areas are sanitised at least at the end of each session</li> <li>Enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Frequent cleaning of work areas, class rooms and equipment between uses, using usual cleaning products</li> <li>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards</li> <li>Adequate disposal arrangements are in place</li> <li>Clearing workspaces, classrooms and removing waste and belongings from the work area, class room at the end of the day</li> <li>Bathrooms are cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Anti-bacterial wipes are provided in the staff bathrooms and signs are displayed asking adults to clean the bathroom after each use</li> <li>Aprons, gloves and masks are available for staff to wear whilst cleaning</li> <li>Shared ICT equipment including telephone and school mobile shared only when essential and cleaned after use</li> <li>Cleaning staff are washing mop heads at 65 degrees after each use as recommended</li> <li>The dishwashers in the staffroom is to be used for washing children's cups, plates and</li> </ul> | Training Day 07.09.21<br><br>Cleaning Schedule | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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|                                                          |                                           | bowls to ensure through cleaning at high temperature <ul style="list-style-type: none"> <li>Staff bring their own cups, plates, cutlery etc. from home each day and take them home at the end of the day to be washed</li> </ul> <b>Contingency Plan</b> <ul style="list-style-type: none"> <li>Staff chairs sanitised after use</li> <li>SEND room cleaned after each use</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                  |   |                                                   |
| Lack of effective ventilation                            | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>All doors and windows are opened to increase ventilation where possible</li> <li>Air conditioning unit available where needed</li> <li>Room thermometers displayed</li> <li>High level windows are opened in preference to low level windows to reduce draughts</li> <li>Ventilation is increased whilst spaces are unoccupied</li> <li>The school's uniform policy will be reviewed to provide flexibility to allow additional, suitable indoor clothing to be worn by pupils and staff in classrooms</li> <li>Furniture will be rearranged where possible to avoid direct drafts</li> <li>Partly opening of windows to provide benefits in reducing transmission risk</li> <li>Using heating as necessary to ensure comfort levels are maintained</li> </ul> <b>Contingency Plan</b> <ul style="list-style-type: none"> <li>To continue with the above</li> <li>Utilise use of CO2 monitor when received</li> <li>To follow current Government Guidance</li> </ul>                                                          | Training Day 07.09.21<br><br>Cleaning Schedule                                                                   |   | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Personal Hygiene, toilet, shower and changing facilities | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>Handwashing facilities are available to all staff and pupils. These include those in the following locations – Owl and Robin Classrooms, staffroom, bathrooms, creative area</li> <li>Hand sanitisers are located in each classroom, staffroom and office; a wall mounted hand sanitiser is located in the entrance area</li> <li>All staff will have personal set of PPE in apron and personal bottle of anti-bac on lanyard</li> <li>Specific toilet areas have been identified for specific groups             <ul style="list-style-type: none"> <li>AF's and SH's Teams use toilet next to outside door</li> <li>LP's and Office staff use toilet next to staffroom</li> </ul> </li> <li>Signs and posters are displayed to build awareness of good handwashing technique</li> <li>Signage is child-friendly with pictorial representations</li> <li>Providing regular reminders and signage to maintain hygiene standards</li> <li>Hand sanitiser is provided in multiple locations in addition to bathrooms</li> </ul> | Training Day 07.09.21<br><br>Continuation of current practice, regular checking hand gel and tissue availability | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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|                                        |                                                                      | <ul style="list-style-type: none"> <li>Tissues, bins and sanitiser are located within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</li> <li>Children's toilets are cleaned regularly to ensure they are kept clean and social distancing is achieved as much as possible</li> <li>Changing facilities are sanitised after each use</li> <li>Enhanced cleaning for busy areas</li> <li>Paper towels are provided as an alternative to hand dryers in handwashing facilities</li> <li>Handwashing techniques are modelled to children so they have a clear understanding</li> <li>Frequent handwashing is encouraged throughout the sessions. Handwashing should not be replaced with the use of hand sanitisers</li> <li>Boxes of tissues are located in all classrooms</li> <li>Portable toilets have been removed from the classroom</li> <li>Bins are emptied regularly</li> <li>Anti-bacterial wipes are provided in the adult's bathroom and signs are displayed asking adults to clean the bathroom after each use</li> <li>Wall mounted hand sanitizer fitted in reception area</li> </ul> <p>Contingency Plan</p> <p>To continue with the above</p> <p>To follow current Government Guidance</p> |                                                             |   |                                                   |
| Staff at increased risk from the virus | Staff<br><br>Risk of infection<br><br>Anxiety and poor mental health | <ul style="list-style-type: none"> <li>Government guidance re shielding, higher risk groups, and the impact of COVID-19 is followed</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>School have 2 designated 'Mental Health First Aiders' who are available / contactable for all staff if they are need support</li> <li>Support provided for workers around mental health and wellbeing. This could include advice or telephone support</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>To continue with the above</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Training Day 07.09.21<br><br>Monitor as Guidance is updated | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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| Pupils at an increased risk from the virus | Pupils<br><br>Risk of infection                                      | <ul style="list-style-type: none"> <li>Pupils who are clinically vulnerable – medical advice is followed to identify what controls need to be implemented</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>To continue with the above</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Training Day 07.09.21</p> <p>SLT will discuss any concerns</p>              | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |
| Visitors and contractors                   | All staff, contractors and visitors through transmission of Covid-19 | <ul style="list-style-type: none"> <li>Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS</li> <li>Visitors are limited where possible and asked to call in advance prior to coming to the site</li> <li>Visitors are asked to respect social distancing at all times</li> <li>A screen is in place in the Reception Area</li> <li>Sanitation and hand washing is available for visitors</li> <li>An ongoing record of all visitors is kept and school will cooperate fully with the 'Test and Trace' service in the event of an outbreak. We will collect details and store information within current GDPR regulations</li> <li>Visits will take place remotely where this is an option</li> <li>Essential services and contractor visits will be revised to reduce interaction and overlap between people</li> <li>Visitors on site will be signed in by office staff to prevent sharing of pens</li> <li>Essential contractors / visitors to use designated toilet and sink if needed</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>No visitors allowed on site</li> <li>Contractors only allowed on site for emergency / statutory purposes, repairs</li> <li>To follow current Government Guidance</li> </ul> | <p>Training Day 07.09.21</p> <p>Continuation of current practice</p>           | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |
| Staff with symptoms of the virus           | Staff and pupils<br><br>Risk of infection                            | <ul style="list-style-type: none"> <li>Staff are asked to complete a Lateral Flow Test regularly. Staff will undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed</li> <li>Staff who have any symptoms are advised not to attend work and should make contact with the head teacher and NHS services for further advice</li> <li>Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role</li> <li>If a staff member becomes unwell whilst at work, they should be advised immediately to go home and to contact the NHS services</li> <li>Government guidance for staff with symptoms will be followed: this can be found at:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Training Day 07.09.21</p> <p>Regular and ongoing communication of staff</p> | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |

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|                                   |                                           | <a href="#">Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk)</a> <ul style="list-style-type: none"> <li>In the event of any staff member being identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>The school will follow its Contingency Plan</li> <li>The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                  |   |                                                   |
| Pupils with Symptoms of the virus | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>If a pupil starts to show symptoms of COVID 19, they should be sent home immediately</li> <li>Whilst awaiting collection by a parent/carer, the pupil should be moved to an isolated room where a window can be opened to provide fresh air</li> <li>If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use</li> <li>Suitable PPE including apron, moisture resistant face mask and gloves</li> <li>Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hands immediately following the min washing of 20 seconds and using the correct technique</li> <li>Following the child's departure from the isolation area – a deep clean will be undertaken and recorded</li> <li>Government guidance for pupils with symptoms will be followed: this can be found at: - <a href="#">Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk)</a> <ul style="list-style-type: none"> <li>In the event of any pupil being identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>The school will follow its Contingency Plan</li> <li>The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul> </li> </ul> | Training Day 07.09.21<br><br>Continuation of current practice and development of staff awareness | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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| Deliveries and collections | Staff<br><br>Risk of infection                          | <ul style="list-style-type: none"> <li>Unnecessary contact with staff and delivery staff is minimised for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</li> <li>Larger quantities of inbound materials will be ordered to reduce deliveries</li> <li>Essential contractors / delivery staff will use designated toilet and sink if needed</li> <li>A supply of hand sanitiser is available in the Reception Area and on lanyards for employees to use when handling deliveries if handwashing is not practical</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>To restrict deliveries and collections, to only essentials / necessities</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | Training Day 07.09.21<br><br>Continuation of current practice                                                  | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Access and Egress          | Staff, pupils, families<br><br>Transmission of Covid-19 | <ul style="list-style-type: none"> <li>Congestion is reduced by having separate entry points to the school and entry points dedicated to separate groups</li> <li>There are 3 x direct entrances into the learning area from outside to reduce the need for moving around within the building</li> <li>Hand sanitation is provided at entry and exit points for both children and adults</li> <li>Security devices such as, keypads are sanitised regularly</li> <li>People with disabilities have access to a separate entry and exit</li> <li>Staff greeting children at the gate will wear mask / visors</li> <li>30 hour children will enter and exit via the car park gate</li> <li>Part-time Owls will enter and exit through the main front door</li> <li>Part-time Robins will enter and exit via the side gate and garden</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Increased use of PPE</li> <li>Reinstate staggered start / finish times</li> <li>Only 1 adult to drop off / collect</li> <li>Social distancing must be adhered to when dropping off / collecting</li> <li>To follow current Government Guidance</li> </ul> | Training Day 07.09.21<br><br>All relevant information shared and discussed with parents / carers at home visit | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Common areas               | Staff and pupils<br><br>Transmission of Covid-19        | <ul style="list-style-type: none"> <li>Staff will spend break times with their team               <ul style="list-style-type: none"> <li>30-hour RVN staff will spend lunchtime in their area</li> <li>Rowley Robin staff will spend lunchtime in their area</li> <li>15-hour RVN staff will spend lunchtime in the staffroom</li> </ul> </li> <li>Outside areas will be used for breaks where possible</li> <li>Protective screen for staff in Reception Area is in place</li> <li>Specific toilet areas have been identified for specific groups               <ul style="list-style-type: none"> <li>AF's and SH's Teams use toilet next to outside door</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Training Day 07.09.21<br><br>Regular and ongoing communication of staff                                        | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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|                               |                                                  | <ul style="list-style-type: none"> <li>○ LP's and Office staff use toilet next to staffroom</li> <li>• Staff bring their own cups, plates, cutlery etc from home each day and take them home at the end of the day to be washed</li> <li>• All personal items belonging to staff are stored in lockers</li> <li>• All personal items belonging to children are stored on their pegs within the group area</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>• Maximum of 6 adults will access the staff room at any one time</li> <li>• Separate refrigeration systems will be reinstated</li> <li>• Separate facilities for making hot drinks and warming up food will be reinstated</li> <li>• To follow current Government Guidance</li> </ul>                                                                               |                                                               |   |                                                   |
| Moving around the building    | Staff and pupils<br><br>Transmission of Covid-19 | <ul style="list-style-type: none"> <li>• Movement between Teams is discouraged</li> <li>• Specific bathrooms have been allocated</li> <li>• Equipment which is shared is sanitised before being used by another group or staff member</li> <li>• All equipment needed for the teaching session must be taken into the classroom before the start of the session</li> <li>• Regular hand-washing and use of hand-sanitiser</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>• Staff nor pupils will cross 'Bubbles'</li> <li>• All equipment must be sanitised if staff have to use a shared area</li> <li>• To follow current Government Guidance</li> </ul>                                                                                                                                                                   | Training Day 07.09.21<br><br>Continuation of current practice | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Work places and work stations | Staff and pupils<br><br>Transmission of Covid-19 | <ul style="list-style-type: none"> <li>• Work related equipment is assigned to an individual as much as possible. If they need to be shared, then they are shared by people in their team</li> <li>• When necessary, layouts are reorganised to give staff more space</li> <li>• Employees will avoid face-to-face working. For example, by working side-by-side or facing away from each other with social distance between them</li> <li>• Equipment which is shared is sanitised before being used by another group or staff member</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>• All equipment must be sanitised if staff have to use a shared area</li> <li>• Staff from different 'Bubbles' must socially distance when using devices in the staff room</li> <li>• To follow current Government Guidance</li> </ul> | Training Day 07.09.21<br><br>Continuation of current practice | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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| Meetings                             | Staff<br><br>Transmission of Covid-19     | <ul style="list-style-type: none"> <li>Remote working tools will be used where possible to avoid in-person meetings</li> <li>Only necessary participants will attend meetings and should maintain social distancing throughout</li> <li>The sharing of work equipment must be avoided, including pens/paper etc.</li> <li>Where essential, meetings will be held outdoors or in a well ventilated room</li> <li>Staff will sit within their teams for all essential meetings</li> <li>A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed</li> </ul> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>All meetings will be held virtually or outdoors</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Training Day 07.09.21<br><br>Continuation of current practice   | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Accidents, incidents and emergencies | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>Fire safety systems are maintained and tested as per schedule</li> <li>First aid and fire safety provision and equipment is adequate for the new working environment</li> <li>First aid qualified staff, fire marshals are available during the operating hours</li> <li>First aid and fire safety provision and equipment is adequate for the new working environment</li> <li>The location of the assembly point has been reviewed and remains unchanged</li> <li>Keys to external gates are available to all staff</li> <li>There are adequate PPE provided for use of staff in all emergencies</li> <li>Sanitation procedure will be put in place following an emergency</li> <li>There are adequate means of escape from the building</li> <li>Fire Evacuation Procedure has been reviewed and presented to staff. Specific roles and responsibilities have been discussed explained</li> <li>Fire safety equipment has been serviced</li> <li>In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection)</li> <li>If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives</li> <li>For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the</li> </ul> | Training Day 07.09.21<br><br>Continuation of current procedures | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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|                                                                |                                                               | <p>Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival</p> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                               |   |                                                          |
| Parents / carers queuing outside school                        | <p>Staff, parents, pupils</p> <p>Transmission of Covid-19</p> | <ul style="list-style-type: none"> <li>Parents / carers can safely queue outside the school while waiting to drop off or collect children</li> <li>Staff wear masks / visors when welcoming / dismissing children on the gate</li> <li>Gates sanitised regularly and hands washed before and after touching the gates</li> <li>Path wide enough for parents to stay a safe distance away from the road</li> <li>3 x separate entrances for the children</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Increased use of PPE</li> <li>Reinstate staggered start / finish times</li> <li>No adults allowed on school site</li> <li>Only 1 adult to drop off / collect</li> <li>Social distancing must be adhered to when dropping off / collecting</li> <li>To follow current Government Guidance</li> </ul> | <p>Training Day 07.09.21</p> <p>Continuation of current procedures</p>                                                                                        | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |
| Transport to and from school                                   | <p>Staff, parents, pupils</p> <p>Transmission of Covid-19</p> | <ul style="list-style-type: none"> <li>Pupils generally travel to school via walking or private vehicles</li> <li>On arrival at school, pupils will sanitise their hands and then wash them for at least 20 seconds following the recommended method</li> <li>A process in place for the removal and disposal of face coverings for staff, parents and children where necessary</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                            | <p>Training Day 07.09.21</p> <p>Continuation of current procedures</p>                                                                                        | L | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |
| Communication of control measures to staff, pupils and parents | <p>Staff and pupils</p> <p>Risk of infection</p>              | <ul style="list-style-type: none"> <li>All staff understand the importance of the specific control measures relevant to their job roles</li> <li>All staff have been involved with the development / review of all Covid-19 risk assessments and identification of suitable control measures</li> <li>Clear guidance is provided regarding hygiene through signage, visual aids</li> <li>Clear, consistent and regular communication is provided to improve understanding and consistency of ways of working</li> <li>The school's most recently reviewed 'Risk Assessment' is available for all staff and is on the school website</li> </ul>                                                                                                                                                                                               | <p>Training Day 07.09.21</p> <p>Children have ongoing discussions through play with staff to discuss new rules. E-book and social story to be shared with</p> | M | <p>1.All staff</p> <p>2. 07.09.21</p> <p>3. 08.09.21</p> |

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|               |                                           | <ul style="list-style-type: none"> <li>Regular reminders sent out to families via the school's text messaging service and / or the school's Facebook Page and website</li> <li>Games, songs and stories are used where appropriate to help explain the new rules to pupils and to increase pupil understanding</li> <li>The school engages consistently with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements</li> <li>Developed communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> <li>The latest government guidance has been considered in the development of the risk assessment: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p>Contingency Plan</p> <ul style="list-style-type: none"> <li>To ensure all staff are informed of the changes to the school's risk assessment and current Government Guidance</li> <li>To ensure all communication channels are up-to-date and include all the latest information (school text messaging service, school Facebook Page, school website)</li> <li>To follow current Government Guidance</li> </ul> | children                                                        |   |                                                   |
| PPE provision | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>PPE is provided as identified within the risk assessment</li> <li>During intimate care or when administering first aid, gloves, face shield/mask and an apron must be worn</li> <li>Gloves must be worn for food preparation</li> <li>Full PPE, face shield, apron, gloves are available for any member of staff that wishes to wear it</li> <li>An emergency PPE kit is provided to all staff to be worn / used in the event of a child or staff member who starts to show symptoms of COVID 19.</li> <li>Full PPE must be worn by any staff member needing to supervise a symptomatic child whilst awaiting their collection from school.</li> <li>Staff have been provided with an apron to wear to carry their PPE with them at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Training Day 07.09.21<br><br>Continuation of current procedures | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |

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|                          |                                           | <ul style="list-style-type: none"> <li>Designated disposal bin provided for used PPE</li> <li>PPE supply will be closely monitored by ALL staff to ensure adequate supplies are maintained</li> <li>Senior leaders/ office staff will be informed if supplies are becoming low</li> <li>If PPE identified within the risk assessment is not available, then the tasks requiring PPE will not be undertaken</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Increased use of PPE, particularly during snack time, singing, lunchtimes</li> <li>To follow current Government Guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                              |   |                                                   |
| Teaching pupils with SEN | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>Regular review of risk assessments for those pupils with an EHCP to ensure that suitable controls are in place</li> <li>Additional PPE is provided for personal care</li> <li>Dedicated staff are allocated for individual children where personal care is needed</li> <li>Ensuring that personal care environment and equipment is thoroughly sanitised following each use</li> <li>Appropriate methods of communication are used to help communicate the control measure and new rules to the pupils</li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual</li> <li>Intervention room to be used for SEND family group time</li> <li>Window to be opened constantly to allow for ventilation</li> </ul> <p><b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>Only 1 x specialist, therapist, clinician and other support staff for pupils with SEND to attend school in any 1 day</li> <li>Equipment is rotated to allow time to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different group</li> <li>To follow current Government Guidance</li> </ul> | Training Day 07.09.21<br><br>Regular review of SEND RA                       | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |
| Educational Visits       | Staff and pupils<br><br>Risk of infection | <ul style="list-style-type: none"> <li>School site to be used to encourage physical activity daily</li> <li>Use of outdoor spaces in the local area will be maximised to support the delivery of the curriculum</li> <li>Full and thorough risk assessments will be taken in relation to all educational visits to ensure they can be done safely</li> <li>As part of this risk assessment, consideration will be given to what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Training Day 07.09.21<br><br>Continue with current practice; regular reviews | M | 1.All staff<br><br>2. 07.09.21<br><br>3. 08.09.21 |



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|  |  | <ul style="list-style-type: none"><li>on visiting indoor and outdoor venues</li><li>Given the likely gap in COVID-19 related cancellation insurance, any new visits should have adequate financial protection in place</li></ul> <p>Contingency Plan</p> <ul style="list-style-type: none"><li>Any planned educational visits will be cancelled</li><li>To follow current Government Guidance</li></ul> |  |  |  |
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\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

| Date reviewed | Amendments made | Reviewed by | Next review |
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