

**ST MARGARET’S CE VA PRIMARY SCHOOL**

COVID-19: Checklist & Risk Assessment for reopening of school premise after lockdown.

Updated for School Return 19th April 2021 after Easter Break

Document information

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| Document title | COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG | | |
| Owner | SMBC - Corporate Health & Safety Unit | | |
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| Effective from | 1st Sept 2020 | Approved on |  |
| Last updated | 16th Nov 2020  6th Jan 2021  15/2/21  23/2/21  22/3/21  6/9/21 | Last updated by | JS |
| Review date | 4th May 2021 12th July 2021  Sept 2021 | | |
| Purpose | To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period | | |

# Introduction

# Checklist & Risk Assessment

This SSG comes in two distinct parts;

## Checklist

[**Part 1**](#_Part_1:_H&S) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](https://www.payroll-hr.co.uk/wp-content/uploads/2019/04/School-Premise-Log-Book-2019.pdf).

## Template model risk assessment

[**Part 2**](#_Part_2:_Template) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](https://www.payroll-hr.co.uk/wp-content/uploads/2019/06/Risk-Assessment-SMP-2018.pdf).

# Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## 

## Part 2: H&S Checklist

Conducted by: **Jayne Stackhouse** Date: **6.9.21**

| Areas to consider | Y | N | N/A | Evidence/Comments | Further actions? | Who & When? |
| --- | --- | --- | --- | --- | --- | --- |
| Health & safety/statutory issues | | | | | | |
| Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the [School Premise Logbook](https://www.payroll-hr.co.uk/wp-content/uploads/2019/04/School-Premise-Log-Book-2019.pdf) or equivalent) | X |  |  | As school has been open for the KW children and vulnerable children over the past 9 weeks checks have continued. -Water, Alarm, lights  As per usual schedule, all checks are in place and logged in Premises files  Following the usual checks after the 6 week break | Site Manager to report any issues to HT as per normal procedures |  |
| Are there sufficient numbers of staff available in safety critical roles?  (e.g. first aid personnel etc) | X |  |  | Ensure at all times DSLs, First Aid, etc staff available.  Staff up to date with first aid training  July 2020. Kept the renewal updates  Three senior leaders have updated DSL training whilst in lockdown R Boyce, R Boud, CH.  All staff have updated their safeguarding training as part of their professional development  Safeguarding updated in Sept and new Jan 21 KCSE updates.  Updated Mental Health and Self Harm  Continue to update any training  Continue to update any training. Same staff in place for September 2021.  Update training in KCSE Sept 21 | Non  Continue to monitor in case other training required  Training provided 3/9/21  For staff. Lunchtime staff date to be arranged |  |
| Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening? | X |  |  | Pupils will be in unfamiliar classrooms so exits, routes and safe points will all be different.  Fire Drill carried out Termly How we gather on designated points?  Speed at which we get to safe points  Remain in class bubbles for moving out of class and assembling  Fire drill to take place the third week of term when Reception pupils all in school. Will follow the usual guidelines of each term | Third week of term Fire Drill | JS DH Site Manager  Head |
| Social distancing issues | | | | | | |
| Minimise contact between individuals  Following Government guidance  Staff try to maintain 2m between them and children.  Children no longer have 2m between each other in class bubble  Staff keep 2m apart  Office staff in a bubble  Head and Deputy in a Bubble  No Staff group bubbles  Ensuring all staff keep apart  And same with office staff.  SEND support staff member in own bubble and maintains 2m distance with other staff  Vulnerable members of staff will keep social distance between themselves and other adults  Support staff working with small groups or one to one outside class in close proximity to pupils  Staff continue to follow social distance with each other and parents to contain spread  Staff to continue to be cautious  No social distances for pupils. | X |  |  | Teacher desk try to have 2m away from pupils.  Each class is designated as a bubble  And keeps social distance between each bubble on playground and within school.  Cohort Bubbles have social distance within corridors and the hall  Staff no longer meet in staffroom.  Staff stay within their cohort bubble  Taken extra precautions in both offices to control infection  Have Perspex protection between deputy and Head  Works in separate area which they maintain themselves after each session. Not in school Wears face covering.  Support staff working with small groups or one to one have an option to wear face covering if required.  Minimise time spent within 1 m of anyone  Pupils now in Key Stage Groups ( 1 and 2) during assemblies and playtimes. No class bubbles. This will only revert back to class bubbles if there are local or national outbreaks. This will only be for a temporary period. Advise will be taken with regard to this from PH and DFE | Maintain evaluation & review procedures to adapt as necessary  No only in Local or national outbreaks | SLT half termly  Or sooner if concerns or cases rise |
| Have classrooms and other learning environments been organised to limit spread of virus. | X |  |  | All desks in KS2 and Y2 facing forwards as recommended in government guidance sit in pairs  Desks now in groups and not all in lines. | Will keep reviewing this organisation to see if it is conducive to learning in certain subjects eg science  Remind children about not touching each other and staff | HT |
| Playtimes and lunchtimes  To limit cohort bubble crossover at playtimes and lunchtimes  Will need to continually look at the rotation of games provision.  Playground no longer separated into zones. Key Stage 1 children mix and Key Stage 2 children mix. Lunchtime and Playtime pupils mix in Key Stage groupings | X |  |  | Playgrounds on KS1 and KS2 now segregated into zones so cohort bubbles do not cross.  Cohort bubbles enter and exit from playtime areas through best entrance according to location zone  Year 4 and Y6 pupils enter and exit through class door, all other KS2 classes enter and exit through KS2 door.  Reception and Y2 enter and exit through class doors. Year enter and exit via door opposite office  Cohort bubbles line up with 2m between each other. No distance between pupils  Play equipment been identified in each zone-skipping ropes, basket -ball hoops,  Playground equipment linked to each class each day. No longer linked to each class. Shared equipment  Then cleaned for next day  Line up in class bubbles and keep to separate areas Line up on own Numbers or letters  Pupils no longer keep apart.  Playground equipment used across the key stage. Regular cleaning of equipment continues. | Monitor & review regularly  Teaching and lunchtime staff  Continue to review for the amount of area children have to  play in.  Monitor according to outbreaks, national, local and school data | HT/DH  HT/DH |
| Has movement around the school been reduced?  Limit the mixing of class bubbles  All pupils move around corridors  In classes but there is no requirement to keep separate other than in key stage groupings. Key Stage 1 and 2 keep separate, | X |  |  | Each class equipped with box of cleaning equipment, PPE equipment, hand gels, tissues, wipes  Toilet number signs placed on door .No limits on toilet numbers  Staff informed that pupils can not do any errands -photocopier, office. Staff not attached to bubble will support in any of these duties. Continue no pupils photocopying. Pupils can come to the office  Pupils to eat lunch in their cohort Bubble in hall or on playground depending upon the weather. Eat lunch in cohort group and key stage group  No assemblies in hall in Key Stages.  Key Stage assemblies in hall  Only cohort bubble assemblies in hall.  This is in a rota for each half term between HT DH and Church worker  Maths Clubs at lunch time in bubble  All lunchtime clubs start  No use of school library  Can use library  Zone only to be used with supervision of a staff member.  Specific classrooms for each Bubble  No pupils in Y6 to do usual leadership jobs.  Year 6 computer pupils for hall start. But clean laptop before and after use  Y4 worship leaders to start  Switch Team to meet as key stage  Online safety and School Council to meet  All pupils continually being reminded about keeping away from other cohort bubbles. | Continue to monitor equipment supplies  Walk on left or right according to the direction  This will need to be continually reinforced. | All staff |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Have drop off and collection times been staggered?  Limit number of parents on site to avoid crowding.  Limiting the spread of the virus whilst on school site.  All pupils to enter school from 8.45am  All pupils finish school at 3.30.  Times reverted back to usual school day schedule | X |  |  | Bubble arrangements detail staggered timings. Additional measures have been put in place to control access and flow of adults on site. Only two entrance points. No One -way system for parents around the playground  Where possible one parent per pupil on school site. No number limit on parents bringing and fetching their child.  There is an entrance and exit point at the front of school No specific entrance and exit points for parents onto the school site  Plus, entrance point at side alley gate  No admittance to the school office unless for a specific meeting.  Parents can access school office but still limit of 2 people. No requirement to wear face covering  All parents have received a personal letter with information about dropping and collecting their child.  This will be supervised by staff. HT DH KH  All cohorts have specific entrance and exit routes.  Advised parents to keep socially distanced from each other and staff. This is up to parents to do this if they choose  Staff can still wear face coverings when greeting child and parents.  Parents advised to continue to wear face covering on entering school site.  Nursery times remain the same | Monitor & review regularly  Class teachers to inform SLT of any concerns | JS SJ - daily |
|  |  |  |  |  |  |  |
| Limited entrance and exit times Staff Parking to avoid accidents between vehicles and child /parent.  Continue to not park on the right- hand side of car park and not enter whilst parents and children are coming onto site at the start and end of the school day. Limits congestion and provides safety measures | x |  |  | To avoid accidents  No entrance onto car park after 8.30 -9.10 by staff in cars  Plus from 2.50 -3.45  Therefore, may need to park off site. Staff been informed | Review/monitor when out on the school site greeting parents and children  HT to monitor | HT |
| Have all unnecessary items been removed from classrooms and stored elsewhere?  Furniture and soft furnishings returned to classrooms | X |  |  | Each room has only the tables required. (rest stored)  Pupils advised to bring their own pencil cases in KS2.But also school will provide.  No sharing of stationary equipment between cohort bubbles.  Pupils can share equipment. No longer required to bring own stationary | Monitor & review regularly  Report into staff meeting  Staff to monitor | All staff |
| Infection control issues | | | | | | |
| Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?  Staff aged over 60  Government guidance -all vulnerable staff to return to work. | X  X |  |  | Reviewed individual RA  Wear face coverings – Perspex masks when in one to one contact.  Anyone over 60 complete individual RA  All staff extremely clinically vulnerable shielding at home  Staff aged 60 continue to follow control measures  All above continue to take extra care with extra hygiene and minimising social interactions | Monitor & review regularly  Staff will need to update HT of any health changes or family health changes.  Staff and HT | HT  HT |
| Have all soft furnishing/toys etc that are hard to clean been removed?  Returned to classrooms and Zone | X |  |  | Soft toys and furnishings put out of action in classrooms and Zone | Monitor & assist as required  . | HT – ongoing |
|  |  |  |  |  |  |  |
| Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?  Continue with enhanced cleaning regime as stated  Lunchtime use of hall  Staff to continue to wear aprons and gloves in hall | X  X |  |  | All door handles, number pads are cleaned 7.00-8.30,again at 10.00-11.00 once children have entered school. Cleaned again at 2pm and at the end of the day.  Each class has a box of their own cleaning equipment for tables.  Eat lunch in bubble cohorts.  Tables cleaned after Key Stage 1 eating time.  Lunchtime staff have their own cleaning box in the hall. | Site Manager to monitor & update SLT with any issues  Monitor review with lunchtime staff | HT/DH – Weekly  HT |
| Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?  PE equipment | X  X |  |  | Anti-bac wipes available in each class room for staff use.  Spray and cloth available in each classroom for staff to use.  Staff to wipe Ipads, Ipads numbered so we know which pupils have used them  Dettol sprays used to wipe toys in Early Years  Lunchtime Supervisors to clean tables before and after lunch.  All Mats left out to be sprayed after use.  All PE equipment cleaned after use | Monitor stocks of cleaning materials and order, with lead in time, as necessary  Monitor any concerns | HT – ongoing  DH PE Leader |
| Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?  Continue to get pupils to gel on entrance to school and throughout the day | X |  |  | All classrooms have anti-bac hand gel. Hand gels available along key points in corridors and in hall  All toilets have anti bac soap.  Office staff have access to hand gel  Sanitiser hand gel is available on entry to the school.  Staffrooms have anti bac soap and hand gel | Monitor stocks  to ensure there is no shortage. | TH |
| Is there a ready supply of tissues for pupils and adults? | X |  |  | Boxes of tissues are available in cohort bubbles and the office | Monitor stock levels and replenish as necessary | TH - ongoing |
| Is contaminated waste disposed of regularly and appropriately? | X |  |  | Bins with lids have been purchased for each room and area.  All ‘clinical’ waste is double bagged and disposed of appropriately stored in the garage. | Monitor & review as necessary | TH - ongoing |
| Ventilation  Continue to ventilate are areas around school | X |  |  | Keep all spaces around school well ventilated.  Just be aware of which windows are open in class so a draft is not a problem for some children.  Open more high- level windows rather than low level ones  Open windows when none is in class  Open external doors as much as possible | Monitor and check daily | HT/DH |
| Is an isolation room available should an adult or pupil become symptomatic whilst at school? | X |  |  | We will use The Zone as an isolation room and the disabled toilet will be used. This will be out of action whilst the isolation room is being used. The Zone has an exit point onto the playground and through the KS2 Gate.  Ventilate the Zone when being used .  The Zone has box of PPE equipment  Note put on The Zone after it has been used and office staff informed if Site Manager not in school  Art Area for KS2 playground is identified as a designated First Aid Zone. The Library area for KS1 playground. PPE will be stored in this area and windows will be opened for ventilation. This room can also be accessed without compromising any other Bubble. The area will also be cleaned immediately after use before being used by any other child/adult | Monitor & review regularly  PPE boxes. | TH KB |
| Communication of Plans | | | | | | |
| Have parents been informed of the drop-off and pick up protocols? | X |  |  | Letter sent to parents in July about September start.  Reminders sent to parents about face coverings on school site and one parent on site.  Staff deployed to control points to manage drop-off and pick up. | Monitor & review regularly  HT checks regularly the congestion on site | JS/SJ |
| Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)? |  |  | X | We do not provide transport. However, we shall continually issue regular reminders about the guidance we have established about minimising contact and maintaining social distance etc  Any updates from West Midlands Travel will be sent to parents | Share information & guidance as necessary | JS - ongoing |
| Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?  This is no longer required. It is personal responsibility | X |  |  | Staff will monitor site access during certain times of the day  Parents reminded to not come into school unnecessarily and maximum limits imposed at any one time where this is necessary  This may change according to local and national outbreaks | Feedback to parents & offer regular reminders | JS/SLT/Admin - ongoing |
| Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?  No longer required unless situation changes | X |  |  | As above  Parents will be reminded regularly via email or face to face | As above | HT  Office |
| Are parents clear about protocol if they are waiting test results for themselves?  Sent new government advice flyer out to all parents | X |  |  | Sent email out to parents about not sending any of their children into school until test results received. | Continually checking and reminding | HT  Office staff |
| Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) | X |  |  | Information shared with the staff 3/9/21 and 6/9/21  Staff continually reminded  Emailed out to staff 13/9/21 so they can add comments. | Monitor & review procedures as necessary | HT  All staff |

## Part 2:

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| --- | --- | --- | --- | --- | --- |
| Risk Assessment for: Re-opening of Premise after COVID-19 lockdown | | | | School: St Margaret’s CE VA Primary School | |
| Assessment Date**:** | **6/1/21** | Name of Assessor(s)**:** | **Jayne Stackhouse** | | Assessment Ref No**: 1** |

|  |  |
| --- | --- |
| **Likelihood** | |
| 1 | Very unlikely |
| 2 | Unlikely |
| 3 | Likely |
| 4 | Very likely |
| 5 | Certain |

|  |  |
| --- | --- |
| **Severity:** | |
| 1 | No Lost time |
| 2 | Under 7-day injury or illness |
| 3 | Over 7-day injury or illness (RIDDOR) |
| 4 | Specified injury or illness (RIDDOR) |
| 5 | Fatality, disabling injury or illness |

**Risk Matrix scoring guide:**

|  |  |
| --- | --- |
| **High (15-25)** | These risks are unacceptable; significant improvements in risk control are required. **The activity should be halted with immediate effect** until risk controls are identified/implemented that reduce the risk to an acceptable level |
| **Medium (5-12)** | Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable |
| **Low (1-4)** | Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control |

| **Hazard** | **Who might be harmed and how?** | **CONTROL MEASURES**  **(existing workplace precautions/risk control systems in place)** | **What further action is required?** | **By Who and When?** | **Residual Risk rating** | | | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **R** |
| Utilities, plant & equipment has not been inspected / serviced within the recommended timescales | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Legionella, electrocution, CO2 exposure, burns, cuts, bruises, broken bones etc | * School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. **This has been continued and maintained as the school has not been completely closed or locked down at any point**. * Pre-use visual checks are carried out by the user on all equipment. * All little used outlets of water have been regularly/will be flushed prior to school reopening. * Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. * Continue to follow the normal inspection routine | * Any defects or faults are reported, and equipment taken out of use.   Refer to [Premise Management SSG](https://www.payroll-hr.co.uk/health-and-safety/health-safety-downloads/) and [School Premise Logbook](https://www.payroll-hr.co.uk/wp-content/uploads/2019/04/School-Premise-Log-Book-2019.pdf) for further guidance. | All staff - ongoing | 1 | 2 | 2 | Continual  Noted in Premise Managers Log |
| Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding. | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality | * Fire risk assessment kept under constant review and fire drill has been practised during ‘partial’ opening. * First aid needs assessment regularly reviewed. * Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. * Continued to update Paediatric First Aid following usual updates.   . | * Fire drill practiced first week back in Sept to ensure school can be evacuated safely (considering social distancing between bubble cohorts at assembly point) with new restrictions. * Fire Drills each term * If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained or alternative arrangements can be agreed. | .  HT  SLT – as and when need arises | 1 | 5 | 5 | 24/9/20 |
| Unable to social distance with all adults on school site including parents therefore spreading the virus. | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality. | * School drop-off/collection times are staggered to minimise numbers and congestion. * NO Separate entrance and exit routes are in place. * School start and finish returned to normal times   Class bubble entrance and exit points.   * Furniture all facing forwards in rows from Y2 upwards. * Assemblies and group gatherings limited to one bubble cohort. * Posters displayed around school to remind staff, children and visitors of key Government guidance. * Visitors Protocols sheet in Foyer for visitors to read. Reminds visitors what they need to do to keep themselves and others safe. * Parents informed of the need to be prepared with childcare arrangements if school had to be closed. * Playground has been zoned to prevent cohort bubble crossover. This on KS1 and KS2 playgrounds. These zones are rotated daily and are in operation at playtime and lunch time * Parents/carers discouraged from attending site in person. * Maximum capacity introduced in entrance lobby and sanitising hand gel available for any visitors. * To allow social distancing introduced another staffroom in the old canteen. Both staffrooms have max capacity displayed on the door. Since National Lockdown encouraged staff to remain in cohort bubble as much as possible. Staff still encouraged to limit social distance and mixing * Max capacity for pupil toilets noted on the door. Pupils not enter if another cohort bubble in there. Established as part of control routine. * No mixing of class bubbles in the toilets. Reinforce this with pupils. * Pupils from different cohort bubbles do not mix at all in corridors. Pupils have this as an established routine. Pupils wait for each other to pass along the corridors. Also, when pupils enter and exit hall at lunchtime. * Office has max capacity signage to maintain social distancing. Introduced Perspex screen between the two staff in the office. * In HT/DH office introduced Perspex screen to reduce spread of virus. * Communicate new ways of working to all staff, through posters, and emails. * Staff meetings taking place in hall with social distancing. * Leadership Meetings via Microsoft Teams and in classroom with social distancing. * If 121/pastoral support is required, children should only be moved immediately outside of their Bubble and hands washed before/after. * Peripatetic teachers for music follow their RA and school systems of control. * Aspire Sport continue as they have done already * Remind about hygiene measures, social distancing. * DFE recommend staff wear face covering in class if social distance is difficult to maintain and the amount of time spent in close proximity. If visors are worn staff need to ensure they are cleaned regularly. * Staff wear face coverings when required. Personal choice | * Reminding parents to follow recommendations while on school site.HT on duty in mornings and verbally reminds parents about expectations whilst on site. Teachers’ greeting pupils also verbally reminds parent | Teaching staff – daily  HT continually review | 3 | 4 | 12 |  |
| Lack of hand and respiratory hygiene practices and/or facilities | As above | * All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Reminder as winter approaches * All toilets have liquid soap available. * Alcohol-based hand rub (ABHR) available in each cohort Bubble and around school in corridors and hall * Windows to be opened each morning in classrooms/hall to allow for a free flow of fresh air. * Cleaners to wear gloves and apron whilst cleaning and these should be available in staffroom and shared areas. * All staff to continually promote and teach pupils the importance of good hygiene practices. * Reception desk/area has glass windows which, when opened, help ensure maintain a 2m distance. Visitors to the school are discouraged and other communication channels promoted. * Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, key Pads etc) * Supply of detergent and antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. * Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) and limit access to these areas. * Stylus pens provided for photocopier avoiding touching buttons. * .Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. * Staff ensure change clothes at end of day. Clean clothes each day | .   * Regular checks made to ensure there is sufficient stock of soap, hand gel, cleaning equipment & PPE.   Refer to Government guidance on [Health protection in schools and other childcare facilities](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities) for further information. | Site Manager - ongoing | 2 | 4 | 8 |  |
| New way of working (including working from home if isolating due to cohort bubble closure or family isolation leading to feeling a lack of supervision, interaction, support and social isolation.  Staff recommended to shield by doctor | Teaching, non-teaching staff, pupils.  Anxiety, depression, stress, poor mental health & wellbeing | * Calls to staff to check on their well- being and how pupils are getting on with RML. * Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. * Changes in new school protocols explained to children and individual support given when/if needed. * Refer to school Stress Management Policy for support, guidance and procedures with individual issues. * Maintain levels of communication with staff if isolating. If possible complete work from home. This depends upon staff role * Complete individual RA if they choose to return to work. | * Make referrals to OH or other services where required or where concerns have been raised from welfare calls. * NON   . | HT/DH | 2 | 3 | 5 |  |
| Inability to maintain social distancing when dealing with accidents | Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality. | * Safety of the injured/affected to be prioritised during incidents   Social distancing cannot be maintained required when attending to emergency situations   * People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). * PPE should be worn by all first aiders before treating injury If it is not detrimental to the health of the injured person in doing so. * First Aid Station identified so that PPE, first aid and any other equipment is easily accessible in one place. KS1 -Library Area. KS2 Art Area or Computing Room. These rooms should be used if injured person needs a level of support that cannot be dealt with in the immediate location (try to contain in the Bubble) Clean areas immediately after use. * Hazard disposal bin in disabled toilet. * Otherwise double bag and place in lidded bin. | NON |  | 3 | 4 | 10 |  |
| Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care. | Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.  SEE GUIDANCE  Implementing protective measures in education and childcare settings  GOV.UK | Adult or child taken to The Zone  PPE is only needed in a very small number of cases including:  if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.  PPE equipment should be worn  Supervising adult should maintain 2 meters wherever possible.  If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn  Teacher will inform JS/SJ for advice and support.  Where appropriate, child should be moved to the Zone room with an exit and windows for ventilation until collected to go home. Any areas accessed will need to be restricted until a clean has taken place.  If the child needs the toilet they should use the disabled one and this cannot be used by anyone else. Sign put on door. This cannot be used until cleaned.  The member of staff staying with the child does not need to go home unless they develop symptoms themselves. Member of staff to wear PPE. They should clean the area and wash their hands thoroughly for 20 secs.  Pupil/staff with symptoms compatible with coronavirus should get a test and stay at home until the test results are known. If the child/staff have negative result they can return to school.  If child tests positive no longer a requirement for the rest of the class to isolate. Test and trace will track contacts and notify them.  The rest of the households do not need to self- isolate unless the child/staff develops symptoms.  Prior to this guidance is sought from PH Sandwell or Public Health England. See Covid 19 folder with relevant telephone numbers.  Engage with test and tracing for coronavirus.  Use the NHS COVID 19 app.  Letters sent to parents to notify them of case in school  . | Continually review and updated according to government advice | HT  DH | 3 | 4 | 12 |  |
| Inability of child to put on Sun- cream | Staff put it on | To avoid direct contact with pupil  And if they are young and struggling to put it on give them verbal support. Last resort staff member to use plastic gloves. | NON |  | 2 | 1 | 5 |  |
| Member of staff 60+  Vulnerable staff  Clinically EV Children | Staff  Staff | Discussion with staff member about their health and govt guidance  Complete RA for individual  Shielding has now ended for staff and children but be aware of those | Continually reviewed according to circumstances  Check on these staff regularly | HT | 3 | 5 | 12 | All completed  Sept  Updated in Nov Lockdown for |
| Risk of spreading the infection | Staff, families and children, community | Promote and engage in asymptomatic test.  Staff have choice to take Lateral Flow Test twice each week.  Results are recorded and sent into school and to the NHS.  Staff given training via information booklet and video on how to administer the tests.  Families have access to Lateral Flow tests | Monitor the supply of LFD in school | Office Staff | 4 | 3 | 12/14 | Ongoing |

|  |  |  |
| --- | --- | --- |
| Assessment reviewed [Date]: | Reviewed by [Name]: | Comments: |
| 28.05.20 | Jayne Stackhouse |  |
| 3/6/20 | Jayne Stackhouse |  |
| 16/11/20 | Staff | Updated in light of Covid cases and Lockdown 5th Nov 20 |
| 6/1/21 | Staff | Updated Lockdown Jan 21 |
| 15/1/21 | HT | Updated Lockdown Jan 21 |
| 23/2/21 | HT and staff | Opening of school fully 8th March 2021 |
| WB 22/3/21 | HT Govs Staff | After Easter of the govs Road Map  Not changing anything will see how everything goes after 2 weeks holiday  and more facilities open. |
| WB 19th July 2021 | Health and Safety Com  13/7/21 | Being cautious as only have three days to end of term.  Changing -No one way and face coverings  Stay as we are as Bubbles closed. |
| WB 3/9/21  Completed 13/9/21 | HT  Staff | Written in accordance with Government Guidance 27/8/21 |