

A. Outline of activity or task to be assessed: **Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.**

Form No.
May 2020

Group/Service Area: SGET - Lacon Childe School

Work Activity

Working in the Schools during Covid19

Workplace/Team: Lacon Childe School

Date of Assessment: 03/06/2020

Date for Re-assessment:

15/06/2020

Name of Assessors: Head teacher / Tom White / SLT

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

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Signature:
Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5
Increasing likelihood or probability →						

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event is only likely to occur in exceptional circumstances	1	Insignificant / Minor	Minor first aid treatment

C. Use information from section B to identify level of risk for each hazard circulation

This document will be sent to staff by email with a read receipt and is available on request.

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	Additional controls	Residual Risk Level Low/Med/High	Action	
						Who	When
1 Catching or spreading of Coronavirus throughout the school and wider community	Staff, pupils and visitors	<ul style="list-style-type: none"> • Staff, pupils, and visitors should stay away from the school site if they, or anyone in their household, show signs of any symptoms in line with Coronavirus government advice. • Those attending school (staff and pupils) are expected to use the NHS Test and Trace service. Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. • The school in addition will use the notification of a positive test for an employee, pupil or visitor to inform their actions in school regarding school part or full closure or in asking persons to self-isolate and with communications to parents and contacts. People identified as having been in close contact with someone who has a positive test must stay at home for 	Low	<ul style="list-style-type: none"> • Always follow government guidance (please see link at the top of this assessment) • Parents may wish to send hand wipes and sanitisers into school with pupils. • Communicate to parents the importance of the government advice on catch it, bin it kill it. 	Low	HT	ASAP

			<p>14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.</p> <ul style="list-style-type: none"> • Staff, pupils, and visitors should wash their hands upon entering the school building, at regular intervals throughout the day, before they leave school and should dry with paper towels or warm air hand drier. • Everybody should use the provided hand sanitiser at regular intervals. Pupils will be supported with this appropriate to age/need. • Hand sanitiser is available at all main entrances and in various area throughout school. • A cleaning pack containing antibacterial spray, paper cloth, sanitizing wipes and gloves will be available in each timetabled teaching room • two-metre distance guidelines and signs are in place in key areas around the site to advise every person of these procedures. This includes classroom areas. • Staff members will remind all pupils of the two-metre rule and hand washing guidance. • Routes around the site are clear (eg. exit doors and corridors doors should be wedged open to minimise contact areas) • Any person not adhering to the guidance will be given a reminder and if they persist should be sent home immediately. 		<ul style="list-style-type: none"> • Schools should postpone or cancel meetings which involve significant numbers of external parties. • Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the school. Please consult with PHA for up-to-date information. They should seek and act on the advice of their GP/Consultant/Midwife/PHA or current government advice. • In the event of a school closure, SGET Executive Headteacher, Darren Reynolds, Chair of 			
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			<ul style="list-style-type: none"> • Cleaning teams will thoroughly clean all areas of the school daily (toilet areas twice daily) and be provided additional training on cleaning of key contact points. • Key contact points will be cleaned throughout the day, this will include all doors, switches, work areas, general waste areas and teaching and learning tools. Products have a COSHH risk assessment (in office). • Waste bins should be emptied, double bagged and cleaned thoroughly daily (emptied at lunchtime -if necessary and end of day). • Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks will be made throughout the day to ensure adequate supply. • Suitable levels of staff will be maintained: DR and SLT will assess each day any changes. We will have at least two – three members of staff depending on numbers. • We will promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. • We will clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered 		<p>Governors, and Shropshire County Council should be notified.</p> <ul style="list-style-type: none"> •Cleaning teams should sign off the cleaning checklist form after every clean <p>Staff and pupils should leave the school site promptly at 3.30pm to allow cleaning to take place</p> <ul style="list-style-type: none"> •Please see the ‘Contact points and cleaning checklist’ document for more details on daily cleaning and checks. •Waste bins should be emptied and cleaned thoroughly daily. 			
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			<ul style="list-style-type: none"> • minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) – see below and attached for further details. • Fire safety arrangements, including emergency evacuation routes, still apply. When assembling at the meeting point maintain social distancing where practicable. <p>Pregnant members of Staff A separate pregnant members of staff risk assessment will be completed for all these staff.</p> <ul style="list-style-type: none"> • Members of staff that are pregnant fall into the clinically vulnerable group identified by the NHS and schools should endeavour to support staff to work from home. Those who are pregnant are strongly advised to follow the social distancing guidance. • However, if pregnant members of staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Schools will need to undertake a specific risk assessment for pregnant staff and decide whether or not such staff can safely return to the workplace. • The Royal College of Obstetricians & Gynaecologists have produced guidance 		<ul style="list-style-type: none"> •Ensure hot water checks are carried out and hot water plant has been serviced or checked within the last 12 months. •Please see this link for more details on cleaning guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings •The safeguarding policy should be adhered to when propping any doors open. •Turn heating off and opening windows for increased airflow around the site 			
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			<p>which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment and involving occupational health, to determine whether women who are pregnant can continue working in public facing roles.</p> <ul style="list-style-type: none"> The NHS have also provided guidance for pregnant women: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/ and https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/ <p>Additional individual risk assessments will be completed for staff or pupils as appropriate.</p>		All staff should be aware of their responsibility to report any concerns or issues immediately either to the HT, a member of SLT or for premises matters to the Estates Manager			
2	Maintaining Social Distancing at School	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> Class size will be limited to a maximum 15 students or less if the room is not capable of this many. Keyworker children will be with LAC and EHCP children in the Centre if numbers and social distancing does not become compromised. classrooms and other learning environments have been organised to maintain space between seats and desks where possible Staff are aware of further advice on spacing from CLEAPSS for practical lessons guidance documents 	Low	<p>HT to maintain lists of pupils in school</p> <p>SENCO to be responsible for overall supervision</p> <p>Teachers to liaise with Estates team for help with classroom furniture</p>		HT Staff EM TS	

			<p>GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p> <ul style="list-style-type: none"> • The one way system should be adhered to at all times • The reception and back office space will be a no-entry zone to everyone other than administration staff. Staff should follow a clear desk policy at the end of their day. Surfaces will be kept clear with a thorough clean on a daily basis. • Staff have refreshed timetables to: <ul style="list-style-type: none"> ○ prioritise lessons/activities to be delivered ○ consider which lessons or classroom activities could take place outdoors ○ stagger break times, so that all children are not moving around the school at the same time ○ stagger drop-off and collection times • Parents' drop-off and pick-up protocols that minimise adult to adult contact have been circulated – see attached. • Practical resources will not be used by multiple groups simultaneously • Pupils should arrive at the school in their own private transport to reduce any unnecessary travel on coaches, buses or public transport where possible. Where individual school transport is provided 	<p>moving to facilitate social distancing</p> <p>To be distributed to staff and pupils made aware</p> <p>Appropriate signage will be in place at various points around the school</p> <p>All staff will demonstrate social distancing at all times and react in order to enforce this by pupils</p> <p>Estates staff will line park the external paths to reception at 2m intervals with yellow paint and make regular checks on this.</p> <p>Estates staff will check that internal</p>			
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			<p>separate risk assessments will be in place. Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> https://extranet.dft.gov.uk/safer-transport-campaign/schools/ 		2m line marking in school is maintained			
3	Reduce mixing within education or childcare setting by:		<ul style="list-style-type: none"> All staff and pupils should adhere to the one way/directional system in place Use of corridors should be minimised and socially distancing demonstrated.. Staggered start and finish times will be in use. Pupils will clean their hands before their packed lunch . If we do need to use the hall this will be timetabled and tables will be cleaned between each group. Toilet facilities should be accessed at designated times with a one in, one out system overseen by supervising staff. Use of toilet facilities at any other time should also be supervised <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff <p>For shared rooms:</p>	Low	<p>Teaching staff to manage social distancing within their classroom and lesson</p> <p>Use of toilet facilities should be discouraged outside of the designated times</p> <p>Staff should adhere to the designated teaching rooms at all times, any</p>	Low	HT Staff	ASAP

			<ul style="list-style-type: none"> • the hall if used by classes or groups will have contact points cleaned in between. • Numbers of staff using the staff room at any one time will be limited with an overflow staffroom located in the food pod. Only one member of staff should use the kitchen at any one time. Staff are encouraged to bring their own refreshments, cups and utensils taking them home at the end of each day. • The only photocopier in use will be in the centre. Staff should send printing directly to it to be printed by SW and collected later observing social distancing • The IT technician room door will be propped open. All IT issues should be logged using the self service portal. Only emergency issues should be emailed to the IT Technician. In the first instance an attempt to resolve IT issues remotely will be made. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • Pupils have been instructed to bring as little as possible to school. • Sanitizing wipes will be available at all pupil IT devices to allow wiping down between users. • Practical lessons can go ahead if equipment can be cleaned thoroughly. Staff have been signposted to further 		<p>changes should be notified to Estates team and the HT in advance</p>			
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			<p>advice from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</p> <ul style="list-style-type: none"> • Assemblies will not routinely happen. If the HT/staff lead an assembly it will be with individual class/groups • Team sports activities will not happen – exercise is important and staff will plan fitness activities that maintain social distancing. Children will come to school in trainers to avoid changing for PE. 					
4	Reducing contact point activities and areas.		<ul style="list-style-type: none"> • Cleaning teams will thoroughly clean all areas of the schools daily and be provided addition training on cleaning of key contact points. Key contact points should be cleaned several times throughout the day this should include all work areas, general waste areas and teaching and learning tools. 		<ul style="list-style-type: none"> • Where possible routes around the site should be clear (e.g exit doors and corridors doors should be wedged open to minimise contact areas) • Contact areas around the school site (Toilets and doors etc.) should 	Low	HT	ASAP

					<p>be cleaned throughout the day. The Estates team and SLT should make sure doors and routes are always open and clear. Cleaning teams should prioritise these areas several times throughout the day</p> <ul style="list-style-type: none"> • Please see the 'Contact points and cleaning checklist' document for more details on daily cleaning and checks. 			
5	Managing Customers, Contractors and visitors	Staff including cleaning and catering staff, pupils, Visitors. contractors	<p>Customers and Visitors- We have:</p> <ul style="list-style-type: none"> • Provided clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Any approved visitors will be managed by senior staff <p>Contractors. We will:</p> <ul style="list-style-type: none"> • Encourage visits via remote connection/working where this is an option. 					

			<ul style="list-style-type: none"> • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limit the number of visitors at any one time. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Maintaining a record of all visitors in the office • Only necessary visits to assist the running of the school during the virus and lock down will be allowed in school • No visitors or contractors during drop off and pick up times • A member of the admin team will sign visitors in and give a brief outline of the guidance in place 					
6	Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed		<ul style="list-style-type: none"> • Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20th March 2020). • Consult PHA website for most up to date guidance. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. 		<ul style="list-style-type: none"> • It is recommended that regular contact is made to school headteacher 	LOW	HT	ASAP

	within the school or later that day.							
7	Workplace and furniture contamination	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> • We are limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. (teachers only for whiteboards; photocopier has cleaning equipment provided for before and after use; staff are advised to print before the next day or remotely – SW will distribute using gloves or arrange pickup by social distancing • staff are asked to clean the school phones before and after use • Hygiene: handwashing, sanitation facilities and toilets • We are using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency • All adults and children will: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose 	Low	<p>Staff should not bring unnecessary personal items into school</p> <p>Staff should ensure they have left the site by 3.30pm at latest to enable cleaning teams to work unhindered.</p>	Low	HT EM	ASAP

			<ul style="list-style-type: none">○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')● We have sufficient handwashing facilities and hand sanitiser units can be found throughout school and at main entrance areas● We have set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.● We have put in place enhanced cleaning for busy areas – twice daily for toilets; as appropriate in classes; thorough end of day clean (see cleaning tick sheets).● Rubbish collection (double bagging) will occur at lunchtime if necessary and at the end of the day. Bins for tissues are emptied throughout the day.● Paper towels are available at all handwashing facilities.● We will follow the COVID-19: cleaning of non-healthcare settings guidance● We will clean surfaces that staff and pupils are touching, such as, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal (as required in classrooms; toilet areas twice daily; everywhere at end of day). Cleaning staff are asked to do all chairs at the end of the day.● Staff are asked to ensure all spaces are well ventilated using natural ventilation					
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			<p>(opening windows) and to close these at the end of the day</p> <ul style="list-style-type: none"> • Staff should prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Staff and parents have been advised of normal personal hygiene and washing of clothes following a day in an educational or childcare setting. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Any deliveries/orders will be cleaned or left for 72 hours before distribution 					
8	School kitchen closures		<ul style="list-style-type: none"> • Pupils will provide their own packed lunch which they will eat in their classroom/in their outdoor area/ in the field area. Hands will be washed before and after. Surfaces will be cleaned after. • Staff will not have use of the dishwasher • Numbers of staff using the staff room at any one time will be limited with an overflow staffroom located in the food pod. • Staff should bring in their own cups, utensil and supplies. No tea/coffee provision will be available 		<p>Remind staff in briefing that no catering facilities will be available for staff or pupils.</p> <p>‘Do not use’ signage put in place for dishwasher</p>	LOW	HT GB	ASAP
						LOW	GB	ASAP
9	Use of Personal protective	Staff including cleaning	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. Changing habits, cleaning 					

	<p>equipment (PPE) in School settings against COVID -19</p>	<p>and catering staff, pupils, Visitors. contractor s</p>	<p>and hygiene are effective measures in controlling the spread of the virus.</p> <ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn in any circumstance by those who may not be able to handle them as directed (for example, those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2m from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a pupil or staff member person become unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the pupil or person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should 					
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			be worn by the supervising adult. 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 (visors provided)					
10	First Aid		<p>Anyone with Covid-19 symptoms (temperature; new continuous dry cough; loss or changed sense of smell or taste) should be escorted to reception, the HT/SLT member will be informed and arrangements will be made for them to isolate if possible in a secure but open air area within the schools grounds and to go home as quickly as possible. Areas they were working in will be cleaned. They will be expected to follow the self- isolation advice and get a test (advice in HT office). The results of the test will inform return to work or other actions (e.g. isolation of group/class/school). People's confidentiality will be respected.</p> <p>In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.</p> <ul style="list-style-type: none"> • When issuing first aid, staff members should wear appropriate PPE and dispose of immediately. Areas should be cleaned and disinfected straight away. Double bag all cleaning products used. • In addition to the current first aid policy, staff, cleaning teams and first aiders can 	Low	https://www.publichealth.hscni.net/covid-19-coronavirus Covid related absence will be recorded on Selima for staff and on SIMS for pupils	Low	HT SB	ASAP ASAP

bring a spare pair of clothes with them if they wish.

- The headteacher will continually review the number of first aiders, fire marshals etc
- A staff meeting on 04/06/20 will brief staff
- PEEPS (Personal Emergency Evacuation Plan) will be reviewed if necessary
- First aid (not associated with Covid 19) will occur at reception. Children using medication will be responsible for administering this themselves.
- Cleaning equipment is provided in each classroom.
- All occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council the F/A needs assessment will identify any additional equipment and training needs
- Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualty's airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care
- 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

			<p>this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival</p>					
11	Accidents\ incidents		<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) • High risk activities will be avoided to minimise the potential for accidents and the need for staff to assist children\students 	Low	Accident/near miss and incidents will be recorded in the accident book in reception	LOW	Staff	ASAP
12	Allergic reactions whilst using sanitising products		<ul style="list-style-type: none"> • If staff or pupils have suffered with allergic reactions while using sanitising products in the past, they should inform the head teacher • The hand sanitiser and santizing/cleaning products coshh sheets are held in the Estates office • If children are allergic to any sanitisers they bring in themselves or the anti-bac wipes inform parents and headteacher to decide how to manage. 	Low	<ul style="list-style-type: none"> • Parents/carers should be asked to inform the school • In some cases, sanitising products should be distributed by a member of staff • Staff or pupils may be sent home if sanitising products cause any harm 	Low	HT	ASAP
13	Emotional distress of the staff -		<ul style="list-style-type: none"> • At least one SLT member of staff on site every day for staff to share concerns with • Staff have been included with the decision making, risk assessments. 	Low	NOSS counselling service is available	Low	HT	ASAP

	including anxiety		<ul style="list-style-type: none"> Supervising staff are on hand to supervise staggered breaks to give staff 'time out' and breaks. Staff space to relax can be the hall, staff room or their classes outside space/field space/classroom if not in use by the class. Please contact the HT if you should require counselling Staff meeting on 04.06.20. Briefings and emails will be used to update. HT has contacts/sources of information such as MIND and other well-being resources A referral to Occupational Health as appropriate Where possible work place adaptations will be considered to support staff member Mental health, including anxiety, is a recognised medical health need and will be treated in the same way as other medical needs by seeking additional information and working with staff member. 		by speaking to a member of SLT and will be confidential			
14	Emotional distress of the pupils		<ul style="list-style-type: none"> Pupils to be supported by staff Look at ways of being able to support a child if in need of comfort – staff to make professional judgements which balance risk. HT to support as appropriate SEN pupils – monitor understanding of changes and support as appropriate. 	Low		Low	HT	ASAP
15	Transport Arrangements		Staff, parents and children. We will:	Low	• School transport should be cleaned down using	Low	HT/E M	ASAP

			<ul style="list-style-type: none"> • encourage parents and children and young people to walk or cycle to their education setting where possible • follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel • ensure that transport arrangements cater for any changes to start and finish times • make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts • Remember social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use. • Liaise with local authorities or transport providers and their risk assessments should transport services resume. • communicate revised travel plans clearly to contractors, and parents where appropriate (for instance, to agree pick-up and drop-off times) 		<p>disinfectant and sanitiser before and after every journey</p> <ul style="list-style-type: none"> • Make sure sufficient signage is in place around the site explaining the procedures 			
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			<ul style="list-style-type: none">• Remind pupils that they should walk to school keeping to social distancing rules, younger pupils should be accompanied by a parent/carer from their household.• If walking to school is not possible pupils should travel in a vehicle. This should be their parents/carers vehicle• Clear signage will be displayed adjacent external and internal entrances to instruct adults of the drop off and social distancing procedures.• When not required parents/carers should not enter the school grounds – see school news and letters.• Pupils, staff, and visitors will clean their hands and use the hand sanitiser stations when entering the school building.• As a last resort traveling to school using the school minibus service, staff will be provided with appropriate PPE. Minibuses will have hand sanitiser, disinfectant, and cleaning equipment on board always• When using the school minibus service, social distancing rules (two-metre rule) will apply reducing the amount of people that can be on the bus at any one time.• Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking• Order larger quantities of inbound materials less often to reduce deliveries					
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			<ul style="list-style-type: none"> • Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Follow cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys 					
16	Use of Car park for cars, and other forms of transport	All	<ul style="list-style-type: none"> • If staff arrive in the car park at similar times they are advised to remember social distancing as they leave their cars. • Any bikes will be stored behind the heras fencing 	Low	The only entrance in use will be at the front of school. Site staff will unlock/ lock the Country centre gate daily.	LOW	EM	ASAP
11	Policies and Procedures		<ul style="list-style-type: none"> • All policies are on the SGET/school website. • The H&S policy and Covid-19 risk assessment will always be visible on the school website for parents/carers to view. • The Covid risk assessment will be emailed to staff who will be asked to confirm they have read it by email • Records of all incidents and issuing of all first aid should be kept. • Cleaning and daily checks should be recorded 		<ul style="list-style-type: none"> • Staff should be reminded regularly • A copy of this risk assessment should be displayed in main reception. • Please see the daily cleaning check documents for cleaning history 	LOW	HT	ASAP
13	When schools reopened other		Please see appendix A a separate risk assessment for Premise building related issues					

	areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.		for inspections, maintenance checks etc. required.					
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If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol – staff meeting 04.06.20.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios/mobile phones and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential. Items below have all been completed.:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents 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)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none">• Perimeter fencing, hedges, gates etc.• Trees• Waste storage areas and waste bins	<ul style="list-style-type: none">• Boundary integrity• Risk assessments up-to-date; no damage• Secure – waste collection still occurring	02/06/20	
Building: <ul style="list-style-type: none">• Roof (inc. chimneys)• Facias, gutters, downpipes• Walls• Windows• Exterior doors• Door canopies• Paths• Roads, car park, gates / barriers	<ul style="list-style-type: none">• Defects or damage• Doors opening properly with no restrictions• No defects or damage; in working order• Slip or trip hazards (uneven, holes etc.)•	02/06/20	
Interior: <ul style="list-style-type: none">• Ceilings• Walls•	<ul style="list-style-type: none">• No defects or damage likely to affect building users• Fire Doors checked for fit and opening	02/06/20	

<ul style="list-style-type: none"> • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls 	02/06/20	

<ul style="list-style-type: none"> Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> Cleaning regime Follow PWTAG guidance 		
<p>Systems:</p> <ul style="list-style-type: none"> Fire detection and alarm (see below) Emergency lighting (see below) Security Communications - telephony IT – WiFi Pressure systems 	<ul style="list-style-type: none"> All detectors, call points and detectors operational; weekly testing performed Battery test to check e-lighting operational Alarm system working Phone lines operational WiFi working Statutory examination, maintenance and servicing undertaken according to schedules 		Week beginning 25.5.20 alarm systems inspected
<p>Equipment:</p> <ul style="list-style-type: none"> IT – computers, monitors etc. OHP / Whiteboards Fire extinguishers Access equipment / ladders Kitchen equipment – kettles, microwaves etc. Lifts (see below) / lifting equipment 	<ul style="list-style-type: none"> All IT equipment operational and without faults Equipment in good working order Serviced annually Visual inspections for damage / defects Visual inspections; PAT tests if required Statutory examination, maintenance and testing completed according to schedule 	02/06/20	
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> Gas safe certificate EIRC (Fixed wiring) and PAT (electricity) 	<ul style="list-style-type: none"> Gas safe certificate within date EIRC within date; PA tests completed according to schedule 	02/06/20	

<ul style="list-style-type: none"> • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation 		
<p>Other Areas:</p> <ul style="list-style-type: none"> • Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<ul style="list-style-type: none"> • Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 		