

**Safety, Health and Environment (SHE)**

**GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS**



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

This is not a generic risk assessment that just applies to every setting. It is important that Headteachers/managers go through and adapt the risk assessment for their own school or early years setting.

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and controlling the risks.

**The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19)*: implementing protective measures in education and childcare settings**

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

* minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
* cleaning 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
* ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* cleaning frequently touched surfaces often using standard products, such as detergents and bleach
* minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

**COVID-19 Risk Assessment for Schools and other Educational Settings**

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| **ASSESS****Decide appropriate control measures for managers and employees to implement under a ‘Plan’, ‘Do’, ‘Review’ cycle.**  |
| \*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.The following hazzards are identified and managed:* Social Distancing Measures Not Followed
* Social Distancing Measures Not Followed During Travel to and from School
* Cleaning
* Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors
* Staff wellbeing
* Site User Developing Symptoms
* Inadequate Hand Washing/Personal Hygiene
* Inadequate Personal Protection & PPE
* Visitors, Contractors & Spread of Coronavirus
* Inadequate Ventilation
* Fire and Intruder Alarms and Emergencies, Including Lockdown
* School Activities
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| **Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace. |
| **PLAN** | **DO** | **REVIEW** |
| **Prepare Building** | **Prepare Employees and Parents and pupils** | **Control Access** | **Implementing Social Distancing**  | **Implement Infection Control Measures** | **Communicate and Review Arrangements** |
| * Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Fire alarm/emergency lighting/ legionella checks have been completed on usual cycle. Hygiene maintenance carried out May 2020.
* Fire evacuation plans have been revised and reissued with staff in new classroom understanding

evacuation route.* COVID-19 posters/ signage displayed.Coronavirus posters displayed. Additional social distancing sigange purchased to be used both internally and externally. Hand washing signs present at all hand washing areas. Directional signage in place in 2 way corridors where needed.
* Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings). ‘Please wait here signs’ placed in school entrance area. Spray markings placed on playground and outside school entrances to identify places for parents to stand. Chairs and paper carousel removed from Reception area.
* Consider one-way system if possible for circulation around the building. Unable to use one way system in corridors. Corridors marked with chalk for central line to which all must keep left. Signs with arrows in corridors to provide reminders. All classes have separate entrances/exits to avoid any cross over. Clearly identified routes on route plan of school map. Teachers will go through housekeeping rules with children on first day and regularly remind.
* Stairways to be up or down only. Stairs only to staff room area. Staff to ensure nobody using before ascent/descent.
* Alternative staff areas identified for rest breaks, classroom and school hall to ensure staff can follow social distancing.
* Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and ‘keep left’ signs. Corridors have chalk line through middle. Keep left signage with arrows along corridor walls.
* In areas where queues may form, put down floor markings to indicate distancing. Queues may form outside of classrooms when waiting to enter as each child must wash hands. Positional dots have been spray painted onto external areas at appropriate distances. Positional dots will be placed along corridor walls in event children need to queue in corridors.
* Can separate doors be used for in and out of the building (to avoid crossing paths). All classes have separate entrances at staggered times.

Keyworker children will use Gate A and proceed to Entrance 5Reception Group A to use Gate A and proceed to Entrance 2; Reception Group B to use Gate B and proceed to Entrance 1.Year 1 Group A will use Gate A and proceed to Entrance 6; Year 1 Group B will use Gate B and proceed to Entrance 3; Year 1 Group C will use Gate A and proceed to Entrance 4. Year 6 Group A & B will use Gate A and proceed to Entrance 5. Year 6 groups do not attend on the same days. (See site plan attached below). All identified groups will have staggered start times to minimise groups mixing.* Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. Caretaker will open all doors except fire doors to classrooms in old school area and main corridor fire doors on arrival in morning as well as windows in all classrooms to keep areas ventilated.
* Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). Site plan details entry/exit routes.
* Organise classrooms for maintaining space between seats and desks. Desks have been spaced appropriately with one child per desk. Excess desks and chairs have been removed from classrooms to maximise usage of space and ensure clear entry/exit routes.
* Inspect classrooms and remove unnecessary items. Resources that are not easily cleanable have been removed or stored securely in the clasroom in locked cupboards. Furniture has been turned around to face wall to prevent children accessing unintentionally.
* Remove soft furnishings, soft toys and toys that are hard to clean. Soft furnishings and toys have been moved from all classrooms and stored in secure areas. Resources that have remained can be easily cleaned either manually or in dishwasher.
* In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. Middle sinks in boys and girls junior toilets have been taped off. Individual cubicles can be used as dividing wall between each cubicle. Boys urinals are blocked off. Children to use toilet one at a time. Each group has designated toilets
* Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. All sink areas have handwashing signs and reminder posters on exit.
* Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. Children have all been taught to sing a song for 20 seconds to ensure hands washed properly. Teachers will remind throughout day.
* Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. Cleaners have agreed to additional hours. Touch point cleaning of all handles/ toilets and sinks to happen at mid point through day. Expected daily cleaning duties given to cleaners and explained. Deep cleans of classrooms to take place on Wednesday for Year 6 and Friday for all others in use.
 | * Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Risk assessment shared with all Governors and staff. Communications with parents ongoing. Parents asked to complete survey to determine number of children returning. Additional children only admitted to bubbles at 2 weekly review points.
* Staff have been informed of proposals for reopening. Headteacher has requested shielding letters and has spoken to staff individually to address concerns.
* Headteacher asked for, and received, written concerns to be submitted at the beginning of May regarding the reopening of schools.
* Vulnerable employees and pupils (‘clinically vulnerable’ to coronavirus) identified and told not to attend school if shielding. Communications with staff and parents have asked to identify themselves to HT and present shielding letter for themselves or family member. Advised in communications staff /pupils should not be returning in these circumstances.
* Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. Staff encouraged to voice concerns. Individual concerns have been discussed with HT.
* HT has sent numerous emails throughout closure requesting staff make contact at any point with concerns. HT personal mobile number has been sent out and messages sent through a staff WhatsApp group reminding staff can make contact at any point to discuss concerns.
* Individual staff have been presented the proposal for return to work and any comments received have been considered.
* HR advice is available if required.
* We will work with the trade unions, as required.
* Training and written instruction will be provided alongside roles and responsibilities re: operating procedures to all staff ahead of school opening to more pupils, cleaners and those teaching different classes.
* This will be retained for future reference with this risk assessment as an appendix
* Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice). No individuals identified that require specific risk assessment.
* Review EHCPs where required. SENCO conducting regular reviews remotely.
* Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. Office to set up weekly reminder email for all stakeholders with reminder of symptoms and official guidance on isolation rules. Advice to be put on website homepage.
* Information shared about testing available for those with symptoms. Information to go in weekly symptom reminder.
* Remote education is continuing as much as possible to limit numbers attending school. Staff who are not returning to school will deliver online learning to year groups not returning and children who do not wish to return. Oak Academy and BBC Bitesize lessons can also be used.
* Assess how many employees are needed in school and identify those that can remain working from home. Cross reference to school recovery plan.
* Employees shielding at home manage online work, whilst those in school only teach. Those staff identified as unable to return will continue to deliver online learning. Teachers at school will deliver classroom lessons.
* Returning to school will be for groups on a priority basis (early years settings - 3 and 4 year olds followed by younger age groups); or (Primary schools -nursery, reception, year 1 and year 6). Risk assessment guidance has been followed. HT has identified which classes can return and timings in accordance with risk assessment document.
* Should staff fall ill or be unable to work, this will have an impact upon the classes and the number of children that can attend school.
* If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. HT has considered planning and delivery allowing for PPA/ homeworking.
* If and when numbers may change, this will be reviewed on a fortnightly basis.
* Pupil numbers have increased at 2 weekly review. Additional staff required to be on site to accommodate increase in numbers. Break and lunchtime zones and times have been reviewed and updated to ensure groups do not mix.
* Prostars coach has been asked to deliver PE to encourage balanced curriculum. Coach will only be with one group per day and is not attending any other settings.
* Reviewing timetables to decide which lessons or activities will be delivered on what days. SLT to monitor and review following guidance from DfE.
* Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant). Classes have no more than 15 children, in smaller classrooms numbers are limited further ensuring adequate spacing between desks.
* For early years’ settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. Reception class will have two staff members with each group.
* Identify and plan lessons that could take place outdoors. Outdoor learning areas to be timetable to ensure groups do not mix. Outdoor areas are zoned.
* Groups use the same zoned outdoor areas at break and lunchtimes.
* Use the timetable to reduce movement around the school or building. Timetable will identify when classes can leave for playtime/lunch and outdoor learning. HT to share with all staff. Staff are not to deviate from timetable.
* Planning break times (including lunch), so that all pupils are not moving around the school at the same time. All classes and groups have been identified and break times planned to ensure groups do not mix. Lunch will be eaten in classrooms to minimise movement around site. Packed lunches bought in with pupils will be taken to their desks. Packed lunches ordered through Caterlink will be delivered to classrooms by office staff. Classes only allowed to leave rooms at designated times. Children will be permitted to use toilets one at a time.
* Communicate to parents on the preventative measures being taken. Risk assessment will be communicated to all stakeholders. Plans for return will be communicated to parents via letter including allocated groups and behaviour expectations of children.
* Parents informed only one parent to accompany child to school. Parents have been notified and will remind on regular basis. Siblings also asked to remain at home where possible.
* Parents and pupils encouraged to walk or cycle where possible. Initial communications sent to parents on 15.05.20. Final details communicated in letter to parents on 22.05.20.
* New intake groups will have same information communicated at time of starting.
* Staggered drop-off and collection times planned and communicated to parents. Initial communications sent to parents on 15.05.20. Details communicated in letter to parents on 22.05.20
* New intake groups will have same information communicated at time of starting.
* Made clear to parents that they cannot gather at entrance gates or doors. Initial communications sent to parents on 15.05.20. Details communicated in letter to parents on 22.05.20. Parents will be advised which gate to go to for drop off and collection and social distancing markers will be on pavement for parents to wait at.
* New intake groups will have same information communicated at time of starting.
* Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Details to be confirmed in letter to parents on 22.05.20
* Discourage parents and pupils from bringing in toys and other play items from home. Children are not allowed to bring in items from home other than lunch box and water bottle. Communication to parents 15.05.20 & 22.05.20
* New intake groups will have same information communicated at time of starting.
* Daily briefing to pupils on school rules and measures with reminders before leaving rooms. Teachers to remind children at start of day and throughout day when leaving room for breaks.
* New intake groups will be advised on start date by teachers.
* Review behaviour policies to consider how pupils not following distancing rules will be managed. See appendix to behaviour policy.
* Employees fully briefed about the plans and protective measures identified in the risk assessment. Stakeholders will be sent risk assessment on 22.05.20. HT to brief all staff in small groups on INSET 01.06.20.
* Stakeholders advised when risk assessment reviewed and directed to website for updates.
* Regular (daily) staff briefings. Regular staff updates through email or Teams.
* Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. HT in regular contact with all staff via phonecall/email.
* Communication with contractors and suppliers that will need to prepare to support plans for opening. Cleaning team have been asked for availability to work extra hours. Extra hours will include touch point cleaning (door handles/ toilets/ sinks) at mid point through day and additional deep cleaning weekly. Caterlink survey completed informed only packed lunch to be provided to minimise contact with younger pupils who cannot cut up own lunch. Caterlink to arrange kitchen reopening as necessary. Caterlink risk assessments provided. PHS hygiene recently attended site.
* Communication with others. Cool Club contacted awaiting response. No after school clubs will operate due to additional cleaning and site management needed which cannot be provided. Visitors will only be allowed on site in exceptional circumstances and with pre-arranged appointment.
* Limit visitors by exception Grounds maintenance contractors have been contacted and asked to provide schedule of works to avoid children taking part in outdoor learning at time of arrival. Contractors will only be granted access to site if needed for compliance or emergency works. Separate contractors on site risk assessment.
* Keep parent appointments / external meetings on a ‘virtual platform.’ Communication with parents will be via phone call/ email.
 | * Entry points to school controlled (including deliveries). Entry points to schools will be manned at start and end of day. Social distancing signage will be in place. Deliveries (where possible) to notify school office in advance. Parents are not allowed on school site and asked to arrive and leave at pre agreed times only. Signs on gates to notify parents where to attend.
* Fire drill will be conduted upon reopening. Conducted on 09/06/20. Findings recorded in fire log book as appropriate.
* Building access rules clearly communicated through signage on entrances. Signs to be placed at main gates and entrance points to school.
* Parents’ drop-off and pick-up protocols to minimise contact. Parents only to arrive at times communicated to coincide with child’s group drop off/ collection times. All groups have staggered drop off/ collection times.
* School start times staggered so class groups arrive at different times. Staggered start and finsh times communicated to parents. Parents asked to move away from site as soon as possible to minimise gathering outside school.
* Floor markings outside school to indicate distancing rules Positional dots spray painted outside school premises and on school playground.
* Hand sanitiser provided at all entrances. Hand sanitiser and dispensers has been ordered. Caretaker to install on 01.06.20
* Visitors do not sign in with the same pen or touch screen devices in reception. Office staff will sign in visitors if needed.
* Staff on duty outside school to monitor protection measures. Staff will be on duty at gates to remind parents where to stand at drop off/ collection times.
* Office hatch to be kept closed and distance sticker to be placed on floor in Reception area.
* Communication to parents has informed them of expected behaviours when coming to School Office.
* Desks in office are side by side. Use of SEN room if needed. Where possible staff will be encouraged to work from home, ensuring the office is always manned.
* Daily site walk conducted upon entry to ensure school environment adheres to the plan section.
 | * Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. Social distancing signage has been purchased and will be displayed around school site. Playground will have zoned areas for different groups. Positional dots will remind parents/ children where to stand if queuing.
* Reduced class sizes. Classes are a maximum of 15 children unless room size does not allow.
* Class groups kept together throughout the day and do not mix with other groups. Groups where possible will remain with same teachers/ teaching assistants/lunchtime supervisors. Groups will be kept separate whilst on site and directed to zoned areas for play.
* Groups do not mix to play sports or games together. Groups will be kept apart during the day.
* Each group has own resource kit for PE delivered by Prostars coach. Prostars coach is responsible for maintain and cleaning equipment before/after use.
* The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). Children will eat in classrooms before going outside to play in zoned areas.
* Assemblies not held.
* Separate spaces for each group clearly indicated in shared spaces. Playground will be marked with spray paint to zone into different areas. Outdoor play equipment is taken out of use as unable to clean between different groups.
* Take out service only during lunch with pupils eating outside (weather permitting). Children can eat in zoned areas in own group outside (weather permitting). Packed lunches to be eaten in class room if unable to eat outside.
* Limiting the number of pupils who use the toilet facilities at one time. Children permitted to use the toilet one at a time
* Groups use the same classroom or area of a setting throughout the day. Groups allocated to classrooms. Signs on classroom doors to advise which class.
* Seating plans to ensure pupils sit at the same desk. Children will be allocated desk and will have named tray to identify. Children will only be permitted to use equipment provided to them.
* Desks should be spaced as far apart as possible. Desks have been positioned to allow space between each desk. Only one child per desk and all children facing front of class.
* The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. Staff allocated to same groups. Part time staff will condense hours to minimise mixing of groups.
* Rooms accessed directly from outside where possible. Groups are aware of numbered entrances/exits as per school plan and will enter or leave through designated areas.
* The occupancy of staff rooms and offices limited. Office staff can be in separate rooms if needed. Office desks are side by side.
* Additional rooms identified, school hall, for rest breaks.
* Radios provided and/or encouraging use of phones to communicate between different parts of school. Classes without phones are to take walkie talkies to each class. Walkie talkies to be replaced for charging at end of day. CB to check.
* CT to collect on entry, wipe before handing to SMSA. SMSA to wipe and return to CT. CT to put on dock at end of day.
* Members of staff are on duty at breaks to ensure compliance with rules. Staff will be on duty with allocated group.Classes can use additional member to allow toilet breaks for staff. Where no additional staff present, radio headteacher.
* Children are able to attend childminder after school but not before school to reduce risk of transmission on clothing.
 | * Sufficient handwashing facilities are available. Sinks are available in all classrooms. Children to wash hands on arrival into school before sitting at desk. Children to wait on positional dots before entry to classroom.
* Where there is no sink, hand sanitiser provided in classrooms. Hand sanitiser is provided in each classroom. Hand santiser to be placed at each external entrance.
* Frequent hand washing encouraged for adults and pupils. Office/ cleaners/ lunchtime staff/Prostars coach to wash hands in first aid room on arrival. Teachers/ teaching assistants to wash in hands in designated classroom sinks on arrival. Children to wash hands on arrival/ before and after eating/ going to the toilet/ before and after playtimes. Hand washing posters provided at all sinks.
* Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. Staff and children reminded to do this regularly. ‘Catch It, Bin It, Kill It’ posters displayed in all classrooms. Separate bins provided for tissue disposal. Bins emptied regularly if full or at end of day.
* Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. Pupils will be encouraged to practice good techniques. Parents asked to remind pupils of importance.
* Staff help is available for pupils who have trouble cleaning their hands independently. All children can wash hands independently.
* Adults and pupils are encouraged not to touch their mouth, eyes and nose. Regular reminders by staff throughout day.
* Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) .Separate bins have been purchased for tissue disposal. All classrooms to have tissues provided. Staff to check supply at start of day and replenish if necessary.
* Bins for tissues provided and are emptied throughout the day. All bins for tissues have lids. Bins to be emptied if full or at end of day.
* Spaces well ventilated using natural ventilation. Caretaker to open windows in classrooms in morning.
* Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Caretaker to open identified doors in the morning. Cleaners will close doors after rooms have been cleaned at end of day.
* Sanitising spray and paper towels to be provided in classrooms for use by members of staff. All classrooms will have antibacterial spray and blue roll/cloths. Spray to be stored out of reach of children.
* Thorough cleaning of rooms at the end of the day. Cleaning lists will be shared with cleaners to identify daily tasks. Deep clean of classrooms weekly.
* Shared materials and surfaces cleaned and disinfected frequently. Cleaners will be on site during the day for additional touch point cleaning inclduing all door handles/ sinks and toilet. Staff are responsible for cleaning resources in the classroom eg. toys. Staff are expected to clean tables at play times and after lunch has been eaten. Staff will not be able to share crockery and cutlery, will need to be cleaned at the end of the day. Staff will be asked to bring a lunch that doesn’t require use of the microwave. Should this be necessary, staff will clean immediately.
* Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. Cleaning material provided in classrooms to enable cleaning of resources/desks. Dishwasher sacks to be provided to clean resources on a regular basis. Groups only to use resources in own classrooms. Year 6 classroom to have deep clean on Tuesdays between groups.
* Equipment used in practical lessons cleaned thoroughly between groups. Reduce use where possible. Antibac wipes have been purchased to use on equipment if used- ipads and keyboards.
* Outdoor equipment not used. Equipment cordoned off to prevent use.
* Limit shared resources(reading books) being taken home. Other resources not to be taken off site.
* Work completed in school can be taken home at parent request and on agreement with school at 2 week review. This work will not be brought back to school.
* Only packed lunches/snacks and water bottles allowed on/off site.
* Avoid sharing books and other materials. Each child will be provided with own work pack, learning sack, and expected to use only allocated resources.
* No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). Children to complete work in own books provided by school.
* All attending site are to wear clean clothes each day to reduce the risk of transmission.
* Procedures should someone become unwell whilst attending school. See separate Medical Matters and Infection Control risk assessment.
* Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. PPE has been purchased including gloves and face masks. Staff will be able to access if required.

NOTE:Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:* pupils 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 becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

However, PPE packs are being provided by GCC for all schools.Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:* washing hands or using hand sanitiser, before and after treating injured person;
* wear gloves or cover hands when dealing with open wounds;
* if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
* if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
* Dispose of all waste safely.
* All classrooms have been provided with own first aid buckets which include PPE as necessary and accident books. It is the responsibility of teachers/ teaching assistants to check and replenish stock on a daily basis. Clinical waste bags have been provided and should be disposed of daily in the tissue bin. Lunchtime supervisors will be provided with own first aid bucket and it is their responsibility to replenish on a daily basis.
* First Aid is to be dealt with at point of impact. First Aid room is only to be used in emergency.

Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.Contact with infected persons/ exposure to virus within school building. Guidance will be issued to the school communty as follows:* Child – to be taken to First Aid Room (room ventilated). Adult to close door and observe child through glass window. Staff toilet off hall to be used by child and sealed off until able to be cleaned. Office staff to phone home for parent to collect from main Reception.
* Member of staff – inform HT/SLT and go home.
* Child/adult to book a test. School remain open as normal. If test positive, bubble to be sent home for 7 days isolation.
* Cleaner to double bag rubbish from classroom/ first aid room and retain for 72 hours before disposing
* SBM to inform cleaners of possible infection and advise deep clean to take place at next shift. Cleaners to ensure correct PPE is worn.
* Those affected must follow Government stay at home guidance.
* Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make and make arrangements to be tested for Coronavirus.
* Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying Coronavirus.
 | * Consultation with employees and trades union Safety Reps on risk assessments. Staff have all been presented with risk assessment.
* Governing Body will receive Risk Assessment direclty.
* Risk assessment published on school intranet and website. Published on 22.05.20
* Nominated employees tasked to monitoring protection measures. HT/ SBM responsible for review on a 2 weekly cycle in line with potential new children joining school site.
* Employees encouraged to report any non compliance.
* Staff to advise SBM/HT.
* The effectiveness of prevention measures will be monitored by school leaders. SBM/HT to monitor
* This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
* Risk assessment reviewed and updated on 11/06/20 prior to increase in pupil numbers from 15/06/20. Updates have been noted in green type.
* Risk assessment reviewed 04.07.20 and updated in light of new [guidance](https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july) in England from this date.
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