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| **Safety, Health and Environment (SHE) Guidance** |
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| **Primary School****Risk Assessment**  |
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| Purpose – The aim of this risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community. |

Considerations in producing this risk assessment has been given to:

* <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
* <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
* <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>



As part of planning for full return in the autumn term, it is a legal requirement that schools revisit and update their risk assessments, to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

This risk assessment has been reviewed and refined following the announcement that all pupils can return to school from 8th March 2021 . There has been revised government guidance and this risk assessment takes account of the Schools coronavirus (COVID-19) operational guidance and Gloucestershire County Council COVID-19 risk assessment process for schools from 17th May 2021.

**As a school, we have noticed that adults that have tested positive are showing other symptoms such as extreme tiredness, headaches and aches in the body.**

**Whilst not official symptoms as advised by the NHS, the most common reported symptoms in children are sickness, diarrhoea, abdominal cramps and headaches.**

[**https://www.bmj.com/content/bmj/370/bmj.m3484.full.pdf**](https://www.bmj.com/content/bmj/370/bmj.m3484.full.pdf)

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 required to self-isolate or 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
* where recommended, the use of face coverings in schools
* 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
* minimise contact between individuals and maintain social distancing wherever possible
* always keeping occupied spaces ventilated
* where necessary, wear appropriate personal protective equipment PPE
* promote and engage in asymptomatic testing, where available

Vulnerable groups: Where schools apply the measures in this risk assessment, the risk s to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc). An individual risk assessment has been completed where necessary. Staff and pupils who are clinically extremely vulnerable are advised to shield by staying at home.

Policies and Procedures.

The following policies have been updated to reflect changes brought about by COVID-19:

* Safeguarding
* Behaviour
* Curriculum
* Special Educational Needs
* Visitors to School

Copies of the policies can be found on the school website or hard copies are available on request.

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| **Risk Assessment for Tutshill C of E Primary School** |

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| **Activity: Contact with individuals who are unwell/displaying COVID-19 symptoms** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | StaffPupilsVisitorsContractors | * Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or who have someone in their household who does, do not attend school.
* Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or live in a household with someone who does or have tested positive in the last 10 days and ensuring anyone developing those symptoms during the school day is sent home.
* Persons with symptoms must self-isolate for 10 days and arrange to have a test. Other members of their household (including any siblings) should self-isolate starting from the day the individual’s symptoms started and the next 10 full days.
* Symptomatic persons awaiting collection to be moved to first aid room to isolate. If room not available, person to be moved to an area at least 2m away from other people.
* Symptomatic persons to use staff toilet in main corridor if required. Toilet to be taken out of use until deep clean.
* PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained.
* Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
* The area around the person with symptoms must be cleaned and disinfected after they have left to reduce the risk of passing the infection to other people. See [COVID-19: cleaning of non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* Staff who have opted in to the Lateral Flow Device Testing to complete tests twice weekly and inform NHS and school of result
* Where an LFD test returns a positive result, staff members and their household are to isolate and book a confirmatory PCR test.
 | YYYYYYYYYY | * Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19).
* Unwell children will be sent home as is normal procedure and those with sickness and diarrhoea will be asked to stay away from school for at least 48 hours since last bout of sickness/diarrhoea.
* If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.
* Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents.
* Other members of household (including siblings) to self-isolate for ten days from when the symptomatic person first had symptoms. [How long to self-isolate - Coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/)
* Open window in first aid room for ventilation.
* First aid room not to be used until deep clean taken place.
* Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn
* Appropriate PPE available in office and first aid room.
* Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
* Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10days.
* Staff member to notify HT. Positive LFD result will trigger bubble closure and Track and Trace process within school to identify close contacts and notify to self-isolate.
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| **Activity: Social Distancing** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Transmission of COVID-19 through contact with individuals | StaffPupilsVisitorsContractors | * Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
* Parents and pupils encouraged to walk or cycle to school where possible.
* Visual aids are used to display social distancing measures. 2m markers on pavements for parents
* Staggered start and collection times
* Staggered break and lunchtimes
* Enhanced cleaning activities
* Create and maintain consistent groups. Each year group will create a group/bubble.
* Children attending before/ after school club to be released to club/teacher through external hall doors.
* Children to use toilets one at a time and only toilets allocated to their bubble.
* Visitors/contractors only allowed on site with arranged appointment.
* Keep left system in operation in corridors with chalk markings for signage where possible.
* Pupils are given regular reminders of why social distancing is important.
* Pupils and staff do not mix with those outside of their class or group.
* Staff that move between bubbles to keep their distance from pupils and other staff.
* Staff to keep 2m from other adults as much as possible.
* Staff to avoid close face to face contact and minimise time spent within 1m of anyone.
* 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 regular cleaning of surfaces.
* Assemblies/ Worship can only take place in individual groups.
* The use of communal areas, e.g. staff room, is not permitted. Staff are aware which rooms to use at lunchtimes to ensure distancing can be maintained.
* Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival.
* Staff sharing rooms eg. PPA/ lunchtimes to ensure they do not face each other. Desks should be back to back or side on but still 2 metres apart.
* Screens are available for use where not possible to follow as above.
 | YYYYYYYYYYYYYYYYYYYYYY | * Regular communications with stakeholders to remind of symptoms and advise of actions to be taken
* Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site.
* Parents advised of new start and collection times and asked to arrive no more than 5 minutes before time and leave site as soon as possible.
* Staff to wear masks if on the school gate
* Groups to enter and exit through external doors where possible to minimise circulation in corridors.
* Doors to be propped open where possible (excluding fire doors) to minimise surface touching.
* Zones created in playground for children to remain in consistent groups.
* Shorter lunchtimes to allow for staggered start/finish times and LS to clean touch points in class they are assigned to.
* Use a simple ‘no touching’ approach for younger children to understand the need to maintain distance.
* Older children to be encouraged to keep their distance within bubbles.
* The Cool Club to keep to the bubbles used during the school day where possible. Children to be kept in small consistent groups if not possible.
* Children attending breakfast club will remain with The Cool Club until start time. The Cool Club to be notified of year group start times and child brought to hall doors and released to teacher.
* Children attending after school clubs will be brought onto yard with rest of group. Teacher will release child to The Cool Club through hall doors or to sports provider at pre agreed point on playground.
* Teachers to allow children to use toilet one at a time.
* Staff to ensure office is aware of any pre-arranged visitors. Confirmation email to be sent to visitor weekly in advance of visit asking to complete visitor information checklist.
* SBM to contact contractors weekly in advance of visit asking to complete visitor information checklist
* Individual risk assessments in place where required.
* Headteacher regularly speaks to staff to identify any concerns and will seek to eradicate these.
* Staff have identified areas for lunch and are reminded not to mix with any staff outside their bubble.
* Staff will be asked to use the microwave and the staff room for the first 15 mins of their break to minimise staff waiting in one area. There will also be a microwave in the BBH for staff. There will be a 2m marker around here to avoid mixing. Staff are asked to wait outside the room if using.
* Staff are asked/encouraged to work from home where ever possible and staff meetings will be via Teams.
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| **Activity: PPE** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Transmission of COVID-19 through contact with individuals | StaffPupilsVisitorsContractors | * The majority of staff in education settings will not require PPE beyond what they would normally need for their work.
* PPE is only needed in a very small number of cases including:
* *Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a 2 metre distance cannot be maintained*
* *Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.*
* PPE for protection against COVID-19 will include*:*
* *Fluid-resistant surgical face masks (Type IIR)*
* *Disposable gloves*
* *Disposable plastic aprons*
* *Eye protection (for example a face visor or goggles)*
* Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises.
* A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe.
* Hands to be cleaned before and after removing or putting on a face covering
* Face coverings placed in a sealable plastic bag between use.
* Face visors or shields only used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings
 | YYYYYYYY | * PPE as described is available in the first aid room.
* Supplies of PPE regularly checked by SBM
* Staff and visitors will be expected to provide their own face covering.
* Hand washing facilities/ sanitiser available in all areas of the school
* Staff have been informed at staff meeting
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| **Activity: Response to Infection** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | StaffPupilsVisitorsContractors | * School to ensure understanding of the NHS Test and Trace process and how to contact their [local Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams#avon-gloucestershire-and-wiltshire-hpt).
* School must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

• [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace• [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)* Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
 | YYYYYY | * Ask parents and staff to inform them immediately of the results of a test and follow this guidance.

1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.* 2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
* Parents asked to email school office to advise of test results. Emails are checked at weekends and during school holidays and acted upon as appropriate.
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| Activity: **General circulation in building and access and egress** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Transmission of COVID-19 through contact with individuals | StaffPupilsVisitorsContractors | * Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
* Entry points to school controlled with access to site only permitted for children at bubble entry and exit times.
* COVID-19 posters/signage displayed – reminding of social distancing and not to congregate
* Staggered start and collection times
* Staggered break and lunchtimes
* Enhanced cleaning activities
* Create and maintain consistent groups. Each year group will create a group/bubble.
* Bubbles to use separate gates and entrances to avoid mixing.
* Children attending before/ after school club to be released to club/teacher through external hall doors.
* Children to use toilets one at a time and only toilets allocated to their bubble.
* Visitors/contractors only allowed on site with arranged appointment.
* Keep left system in operation in corridors with chalk markings for signage where possible.
* Clean hands thoroughly more often than usual to include arrival at school, before/after break and before/after lunchtime and before departing from school.
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Hand sanitiser available at all entry/exit points.
* Review emergency and evacuation procedures
 | YYYYYYYYYYYYYYYY | * Regular communications with stakeholders to remind of symptoms and advise of actions to be taken
* Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site.
* Social Distancing signs and markers on pavement and playground gates.
* Parents advised of new start and collection times and asked to arrive no more than 5 minutes before time and leave site as soon as possible.
* Late arrivals to enter through school office at 9.15am. Parents informed through reopening details along with distancing requirements in this area. Late collections are to be brought to office at 3.15pm
* Parents informed they are not to gather at entrance/exit gates.
* Groups to enter and exit through external doors where possible to minimise circulation in corridors.
* Year 6 to enter through external door opposite classroom. Year 5 to enter through practical space external door. All other classes have separate external doors to minimise possibility of mixing.
* Doors to be propped open where possible (excluding fire doors) to minimise surface touching.
* Windows and doors to be opened before school, at break times and at lunch times. Doors can be closed in cold temperatures during lesson time. Windows to remain open for ventilation.
* Zones created in playground for children to remain in consistent groups.
* Staff to ensure that children are washing their hands at the designated times and that they are completing this thoroughly.
* Shorter lunchtimes to allow for staggered start/finish times and LS to clean touch points in class they are assigned to.
* Children attending breakfast club will remain with The Cool Club until start time. The Cool Club to be notified of year group start times and child brought to hall doors and released to teacher.
* Children attending after school clubs (when operational due to tier restrictions)will be brought onto yard with rest of group. Teacher will release child to The Cool Club through hall doors or to sports provider at pre agreed point on playground.
* Teachers to allow children to use toilet one at a time.
* Staff to ensure office is aware of any pre-arranged visitors. Confirmation email to be sent to visitor 48 hours in advance of visit advising of symptoms and not to attend if symptoms displayed.
* SBM to contact contractors 48 hours in advance of visit advising of symptoms and not to attend if symptoms displayed.
* Emergency and evacuation procedures to be tested termly. See Appendix 1 for evacuation plan.
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| Activity: **Transport Operations & Traffic Management** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Transmission of COVID-19 through contact with individuals | StaffPupilsVisitors | * Staggered start and collection times
* Pupils grouped together on transport in the same bubbles that are adopted within school where possible.
* Use of hand sanitiser upon boarding and/or disembarking.
* There will be no educational visits taking place when schools fully reopen. The guidance will be updated when advised.
 | YYYY | * Groups advised of times to arrive and collect children reminding not to gather at school gates and respect distance markers.
* School Crossing Patrol has social distancing markings on pavement. Parents/Children advised where to wait until safe to cross.
* The Local Authority and Highways have attended the site and stated no further action needs to be taken, measures in place are satisfactory.
* Any trips planned to take place will have detailed separate risk assessment by visit leaders.
* Journeys planned to allow distancing within vehicles (this may mean larger vehicles or more vehicles are used)
* Risk assessment required from coach companies to ensure vehicles cleaned between each journey.
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| Activity: **Use of Playground & Play Equipment** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Risk of transmission of COVID-19 through touch surfaces | PupilsStaff | * Children to wash hands before going out for break and lunch play and on return to class.
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Outdoor play equipment timetabled for use with allocated bubbles only permitted to use at any one time.
* Children to wash hands before and after using outdoor play equipment and to be reminded not to touch their face (mouth or eyes) when using the equipment.
* Each class bubble has their own allocated play equipment box which must only be used by children within this class bubble.
 | YYYYYY | * Children asked to wash hands before/after leaving classroom for breaks.
* Handwashing posters displayed at all sinks.
* Separate bins provided for tissue waste to be used.
* Groups only permitted to use equipment on specified days/times.
* LS to ensure that class bubble has access to their play equipment box.
* Timetable for outdoor play equipment shared with all staff.
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| Activity: **Caretaking / Site and Grounds maintenance**  |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19  | Staff PupilsVisitorsContractors | * Ensure all health and safety compliance checks have been undertaken.
* Caretaker to open windows/doors where possible to allow free flow of air and reduce touch points
* Outdoor learning to take place where possible: timetable to prevent mixing of groups and staff.
* Outdoor areas split into Zones Key Stage 1/ Key Stage 2
 | YYYY | * Routine maintenance schedules take place as normal.
* Caretaker to fully open school site every day.
* Caretaker to undertake daily checks of forest schools/field to check for debris/rubbish and remove to ensure safe learning area.
* Each group aware of own zone.
* Children to walk in/out using marked yellow lines around outside of school building
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| Activity: **Contractors on site** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | Staff Pupils Visitors | * Contractors only allowed on site with prior appointment.
* Contractors to be directed to hand washing facilities or hand sanitiser on arrival before commencing works.
* Where possible visits arranged outside of school hours.
 | YYY | * SBM to contact weekly in advance prior to arrival to ask if displaying symptoms and remind not attend should symptoms be displayed.
* Contractors to complete visitor information form prior to arrival.
* Hand sanitiser available in main Reception. Hand washing facilities in first aid room available for use.
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| Activity: **Cleaning activities - In-House cleaners** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 due to inadequate cleaning | Staff PupilsVisitorsContractors | * Frequently touched surfaces being cleaned more often than normal
* Cleaning schedule issued to all cleaners
* Cleaning materials available for use in all classrooms.
* Running water, soap and blue rolls available in all classrooms.
* Hand sanitiser available at all entry/exit points and in all classrooms.
* Ensure sufficient supplies of PPE including cleaning materials/ hand washing/ sanitising liquids that meet DfE/PHE requirements
* Thorough cleaning of rooms at the end of the day.
 | YYYYYYY | * Additional cleaning to take place throughout the day.
* Staff to be responsible for cleaning shared resources where necessary.
* Staff responsible for cleaning own laptops/PCs. Cleaning wipes provided.
* Mid-point cleaning to take place by Lunchtime supervisors in classroom areas.
* CB to clean taps/sinks/toilet seats/handles for all toilets at start of shift. KB to clean taps/sinks/ toilet seats/handles for all toilets at end of shift.
* Cleaners working to list of daily and weekly tasks.
* In case of staff absence, tasks to be re-allocated to remaining staff.
* See [COVID-19: cleaning of non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
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| Activity: **Kitchen operations/ catering** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | PupilsStaffCaterlink staff | * Communication with Caterlink to prepare support plans for full opening
* Caterlink comply with guidance for food businesses on COVID-19.
* Staggered lunchtimes in operation.
 | YYYYY | * Caterlink provide individual risk assessment for their staff.
* Caterlink to provide risk assessment for kitchen use.
* Hall separated into zones with 2m gap between bubbles.
* Lunchtime timetable to be followed and children to enter and exit hall through agreed doors to minimise mixing
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| Activity: **Medical Matters and Infection Control** |  |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Risk of transmission of COVID-19 through contact with individuals | StaffPupilsVisitorsContractors | * Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last 10 days.
* Persons with symptoms must self-isolate for 10 days and arrange to have a test.
* Symptomatic persons awaiting collection to be moved to first aid room to isolate. If room not available, person to be moved to an area at least 2m away from other people.
* Symptomatic persons to use staff toilet in main corridor if required. Toilet to be taken out of use until deep clean.
* PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained.
* Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
* Engage with NHS Test and Trace Process
* Manage confirmed cases of coronavirus within the school community
* Contain any outbreak by following local health protection team advice
* Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/ PHE requirements.
* Pupils to clean their hands when they arrive at school, when they return from breaks and before and after eating and before they depart at the end of the day.
* Staff help is available for pupils who have trouble cleaning their hands independently. Staff to wash hands immediately after help given.
* Use resources such as “e-bug” to teach effective hand hygiene.
* Adults and pupils encouraged not to touch their mouth, eyes and nose.
* Staff will not require PPE beyond what is normally needed for their work. PPE is only needed in certain situations including:
* *Where an individual child or young person becomes ill with coronavirus symptoms and only then if a distance of 2 metres cannot be maintained*
* *Where a child or young person already has routine intimate care needs that involve the use of PPE.*
* Staff providing first aid to pupils will not be expected to maintain 2 metres distancing.
* Staff to complete LFD testing on days agreed and report results if opted in to process.
* All staff administering First Aid have appropriate up to date training
 | YYYYYYYYYYYYYYYYYYY | * Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus infection’.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents.
* Other members of household (including siblings) to self-isolate for ten days from when the symptomatic person first had symptoms.
* Open window in first aid room for ventilation.
* First aid room not to be used until deep clean taken place.
* Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn
* Appropriate PPE available in Headteacher’s office and first aid room.
* Staff have been offered masks for opening and closing gates, visors when working with children, screens for meetings in school.Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves.
* Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10 days.
* If symptoms displayed, a test must be booked. All children including those under 5 are able to access a test.
* Test can be booked [online](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/) or by telephone via NHS 119.
* Provide details of anyone they have been in close contact with if positive test result received to NHS track and trace
* Individuals to inform school immediately of the results of a test:
* If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating.
* If someone tests positive follow ‘[stay at home: guidance for households with possible or confirmed coronavirus infection’.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* School to contact local health protection team when notified of a positive case.
* School to follow advice given by local health protection team
* In the case of first aid provision the following measures will be adopted:
* *Wash hands or use 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 asphyxia arrest*
* *Dispose of all waste safely.*
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| Activity: **Behaviour Management** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/Action taken** |
| Risk of transmission of COVID-19 | Staff Pupils Visitors | * Behaviour policy updated and expectations communicated to parents
* Staff to remind children regularly about the need to stay apart from others and expectations around hygiene.
* Children to wear school uniform
* Review EHCPs where required
 | YYYY | * Parents expected to communicate behaviour expectations to children
* Children to remain in groups at all times.
* Appendix to behaviour policy available on [school website](https://www.tutshillcofeschool.co.uk/website/appendix_to_behaviour_policy_september_2020/499177)
* Meetings with parents and staff to discuss measures in place and to remind what is expected.
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| Activity: **Classroom** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/Action taken** |
| Risk of transmission of COVID-19 | Staff Pupils Visitors | * Clean hands more thoroughly more often than usual
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Additional cleaning of regularly touched surfaces
* Minimise contact between individuals and maintain social distancing where possible
* Organise classrooms for maintaining space between seats and desks.
* Arrange desks seating pupils side by side and facing forwards.
* Where possible staff to maintain distance from their pupils, staying at the front of the class.
* Windows to remain open throughout the day for ventilation. Doors to be propped open where possible.
* Heating used as necessary to ensure comfort levels are maintained when the building is occupied.
* External doors to be propped open (where possible) at break and lunchtimes to allow a full air refresh
* Anyone displaying symptoms to leave classroom and self isolate in designated area
* Children provided with own stationery resources
* Shared resources to remain within bubble eg. books/games
* Limit amount of equipment brought into school
* Ensure all rooms have sufficient supply of tissues.
 | YYYYYYYYYYYYYYYY | * Sinks, soap and blue roll provided in all classrooms.
* Children to wash hands on arrival at school, at break times and lunchtimes and before departing school.
* Hand sanitiser available in all classrooms
* Tissues provided in all classrooms
* Separate bin provided to dispose of used tissues. Bins to be emptied daily
* Antibacterial spray/wipes and cloths provided in all classrooms.
* Use of outdoor areas as much as possible.
* Desks to be placed side by side and facing forwards
* Unnecessary furniture to be removed from classrooms to create additional space.
* Staff to remain 2m apart where possible.
* Caretaker to open building daily
* Individual to wait in first aid room and follow guidance in medical matters and infection control risk assessment.
* Suitable additional indoor clothing can be worn if needed.
* All children provided with own zippy wallet with resources eg. Pens/pencils/rulers so children do not share.
* Staff responsible for cleaning resources regularly
* Children are able to bring the following items to school: wipeable lunch box, water bottle, book bag, coat.
* Children wear their PE kit to avoid kit being left in school.
* Children to remain in classroom until all have finished eating. LS to clean tables after eating.
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| Activity: **Art, Design and Technology and Science** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | Pupils Staff | * Resources to be timetabled for use
* Resources to be cleaned frequently and meticulously
* Resources that are shared between bubbles to be cleaned frequently and meticulously and always between bubbles.
* iPads to be timetabled for use and cleaned after each use.
* Subject co-ordinator to refer to CLEAPSS for curriculum specific guidance.
 | YYYYY | * Class bubbles only to use resources at allocated times.
* Resources to be cleaned between bubbles or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different class bubbles.
* It is the responsibility of the class bubble who has finished use with the iPads to clean with wipes before returning to iPad trolley
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| Activity: **Physical Education / Sport**  |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | Pupils Staff | * Children to remain in class group bubbles for PE
* Sports equipment to be cleaned thoroughly between use and always if shared between bubbles.
* Where possible, each class bubble to have own equipment to avoid sharing between groups.
* Contact sports will not take place.
* Outdoor PE lessons to take place where possible
* Staff to be aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport.
* Competition between different schools takes place following guidance and the Covid secure measures issued by relevant sports governing bodies including participants not mixing other than when involved in competitive matches.
* After school sports clubs permitted in small consistent bubbles.

**Sports Days*** Allow sufficient time and planning to ensure the sports day events, layout, equipment etc can be adapted to implement measures.
* Pupils should remain in their class ‘bubble’ for as much of the sports day event as possible.
* Pupils should avoid mixing and keep to social distancing when not actively participating in a race or event.
* Bubbles are allocated a zone in which they remain. The zones should allow each bubble to keep safe distance from another (at least 1 metre separation)
* If participants are handling sports equipment then each bubble should be provided with their own equipment
 | YYYYYY | * Prostars to ensure follow hand washing advice on entry to school site before going to class.
* Prostars responsible for allocating equipment to class bubbles. If equipment is shared, Prostars are responsible for cleaning between use.
* Lessons taking place in sports hall must ensure external doors remain open to ventilate area and maximise space between children as far as possible.
* Sporting activities delivered by external coaches/ clubs and organisation only to take place if guidance in this section followed.
* Register of attendees kept for after school clubs for track and trace purposes.
* Hand sanitiser to be taken to field for events.
* If equipment must be shared between bubbles, it is to be cleaned between uses
* Each child to have their own water bottle
* Injuries to be treated following first aid procedures.
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| Activity: **Educational Visits** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | Pupils Staff | * All educational visits and off-site activities to be appropriately risk assessed by visit leaders to include covid measures
* Visit leaders to liaise with activity providers, venues, transport operators etc to ensure covid secure measures in place.
 | YY | * Risk assessment to include contingency plans for anyone on the visit who develops symptoms including isolation and collection/return home.
* Risk assessments from providers will be seen before visit takes place.
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| Activity: **Induction Visits** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Transmission of COVID-19 | Pupils StaffParents | * Induction groups kept to a maximum of 8 children to allow for social distancing
* Only 1 parent/carer able to attend with their child.
* Parents to wait on social distance markers outside gates prior to entry.
* Staff to ensure social distancing kept and wear face coverings.
* Set times have been communicated to parents for arrival at school
* Parents and children to wash/sanitise hands on arrival.
* Items played with/used during each session will be sanitised/cleaned before the next session.
 | YY | * Where possible events to be held on a virtual platform or visits arranged outside of school hours
* Parents and children have been allocated time slots. Procedures have been explained in letters to parents.
* Parents to fill in admissions forms which will detail contact details to assist with Track and Trace of needed.
* Parent and child advised to arrive at Gate B to be met by Reception staff. Staff will lead parents through playground to classroom to avoid entry through school corridors. Exit from site will be the same.
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| Activity: **Office** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action Taken** |
| Risk of transmission of COVID-19 | StaffPupilVisitors | * Office desks placed side by side
* Wash hands on arrival at school and more regularly throughout the day
* Clean touchpoints more regularly
* Visitors by appointment only
* Office hatch to remain closed
* Deliveries to be placed in foyer area
* Office staff to sign in visitors to avoid sharing pens.
* Office staff work in separate offices when two staff are in.
 | YYYYYYY | * Users responsible for cleaning touch points more regularly.
* Antibacterial spray/wipes/cloths available for use.
* Office staff to sign in visitors and must be informed if visitors expected. Visitors without pre-arranged appointment will not be allowed access.
* Office to contact new visitors in advance of arrival to ask to complete visitor information checklist
* Record kept of all visitors to assist NHS Test and Trace through completion of visitor information checklist.
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| Activity: **Music Lessons** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/Action Taken** |
| Risk of transmission of COVID-19 | PupilsStaffVisitors | * Peripatetic music teachers to follow good hygiene practices on arrival to school site
* Individual music lessons can take place
* Group music lessons can only take place within same year group if music teacher willing to offer.
* Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles or school assemblies.
* Measures to be taken when playing instruments or singing in small groups such as music lessons include:
* *Physical distancing*
* *Playing outside wherever possible*
* *Limiting group sizes to no more than 15*
* *Positioning pupils back to back or side to side*
* *Instruments are not to be shared*
* *Ensuring good ventilation*
 | YYYYY | * Hand sanitiser/ soap to be used on arrival
* Music teacher to provide risk assessment for lessons to school.
* Peripatetic teachers to minimise contact and maintain as much distance as possible from other staff.
* Music teachers to be provided with school risk assessment and asked to demonstrate control measures in own risk assessment.
* Peripatetic music teachers have been invited to resume lessons in school from 8th March.

As regular visitors to site, music teachers have been offered LFD testing |

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| Activity: **Visitors to site (Volunteer/ Parents/ Supply Staff)** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/Action Taken** |
| Risk of transmission of COVID-19 | PupilsStaffVisitors | * Limit number of visitors to school where possible
* All must follow good hygiene practices on arrival to school site.
* Share risk assessment prior to first visit and guidance on physical distancing.
* Encourage parents to phone school and make telephone appointments if they wish to discuss their child.
* Where possible visits arranged outside of school hours.
* Supply staff and other temporary or peripatetic staff to follow schools arrangements for managing and minimising risk
* Volunteers limited and only used if essential for educational activities
 | YYYYY | * Visitors must only attend by pre-arranged appointment
* Hand sanitiser/ hand washing facilities available.
* Wherever possible keep meetings on a virtual platform
* Record kept of all visitors to assist NHS Test and Trace through completion of visitor information checklist.
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| Activity: **Wellbeing** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Physiological and emotional harm from work related stress | Staff | * Regular staff briefings and communication
* Buy back Occupational Health support.
* Access to staff wellbeing services
* Governing Body and school leaders have regard to work-life balance and wellbeing.
 | YYYY | * All staff aware of risk assessments and control measures in place.
* Staff have been spoken to throughout pandemic and additional measures put in place throughout.- Headteacher will re-circulate the risk assessment to staff on 03/03/21 highlighting amendments and additions, reminding staff of their responsibilities to read and follow the risk assessment. Staff must also bring any concerns to the Headteacher or Deputy in her absence, should they have any.
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| Anxiety/stress relating to return to school | StaffPupils | * Keeping in touch with off-site workers on their working arrangements including their welfare, mental health and physical health and personal security
* Curriculum designed to support pupil wellbeing on return to school
 | YY | * All staff returning on 8th March following discussions with HT taking into consideration personal circumstances.
* Nurture staff to support pupils in class with their well-being and social and emotional needs
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| Activity: **Curriculum management** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Full/ partial school closure due to confirmed COVID-19 casesPupils self isolating in line with guidance to control the virus | StaffPupilsParentsVisitors | * Online Learning to cease from 05/03/21
* All children expected to return to school from 08/03/21 unless required to shield or isolate.
 | YY | * Arrangements in place to allow remote learning to take place should a partial or full closure of the school be required at any point in the next academic year. eSchools platform for all pupils as well as SeeSaw for Years 1-6 and Tapestry for Reception class.
* See home learning matrix for further information <https://www.tutshillcofeschool.co.uk/website/home_blended_learning_matrix/506613>
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| Activity: **Lettings and non-school users** |
| **Hazards** | **Who is at risk?** | **What are you already doing?** | **Risks adequately controlled? Y/N**  | **Comments/ Action taken** |
| Risk of transmission of COVID-19 | StaffPupilsParentsVisitors | * Hiring out of school premises and facilities permitted if those responsible for them are ready to do so and they can do so safely, following Covid-19 secure guidelines
* Risk assessment determines the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.
* Any groups hiring the facilities must refer to relevant government on their own associations and national governing body guidance on running the club or event following the Covid-19 guidelines.
* School to ask any hiring organisation to provide evidence of their risk assessment
 | YY | * Before and after school club contacted to advise they are able to operate. Cool Club to provide risk assessment and plans for provision to school.
* Cool Club staff offered Lateral Flow Device Testing kits.
* Hirers/ users to keep records of attendees to site and inform school to enable school to cross-check for potential transmissions within school bubbles.
* Review existing agreements and amend or supplement as necessary to include what the school will do and what the hirers are responsible for (eg. Cleaning, sharing equipment, processes for what happens if anyone shows symptoms or tests positive)
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| **Review Arrangements** | **Reviewed by** | **Date** | **Next Review due** |
| * Consultation with employees and trade union Safety Reps on risk assessment
* Risk assessment published on school website
* Nominated employees tasked to monitoring protection measures
* Members of staff are on duty at breaks to ensure compliance with rules
* Staff encouraged to report any non-compliance
* The effectiveness of prevention measures will be monitored by school leaders. SLT to report and look at remedies for any concerns.
* This risk assessment will be reviewed if the risk level changes (eg. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
 | Jenny Lane/ Nina WilliamsonJenny Lane/ Nina WilliamsonJenny Lane/ Nina WilliamsonJenny Lane/Nina Williamson/Natalie Fryer/Amanda Cooper/Robyn Howells/Jenny Lane/Nina Williamson/Natalie Fryer/Amanda Cooper/Robyn Howells/Jenny Lane/Nina Williamson/Natalie Fryer/Amanda Cooper/Robyn Howells/Jenny Lane/Nina Williamson/Natalie Fryer/Amanda Cooper/Robyn Howells/ | 17/07/202007/09/202014/10/202001/01/202105/02/2021Review due to updated guidance issued 02/02/202101/03/2021 Reviewed with reference to full reopening of schools guidance and GCC risk assessment process27/05/21 reviewed with GCC risk assessment process from 17th May guidance | * 04/09/2020
* 18/09/2020 or sooner if updated guidance received
* 02/11/2020 or sooner if updated guidance received
* 01/01/21: reviewed in light of updated guidance and tier 4. Currently awaiting union advice for January 2021 following move to Tier 4. Next review 18/01/21 or sooner if guidance changes.
* 08/03/21: Next review due on or before depending on when re-opening guidance to schools is issued.
* 29/03/21 or sooner if updated guidance issued
* 21/06/21 or sooner if updated guidance issued.
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