

COVID 19 Risk Assessment – 2020 - 2021

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| School: | St. Gerard's Catholic Primary & Nursery School |
| Assessor: | Karl Landrum (Headteacher), Jane Gilbert (Health & Safety), Graham Webb (Site Manager) |
| Date: | August 2020 |
| Review Date: | 16 September 2020 01 October 2020 08 November 2020 1 December 2020 4 January 2021 5 January 2021 19 January 2021 (version change) 24 February 2021 (March update) April 2021 May 2021 |



The Department for Education has introduced the following nine-step system of controls that all schools, including Early Years settings, must work through to effectively reduce risks and create a safer environment:

1. Minimising contact with individuals who are unwell with symptoms of coronavirus, at all times
2. Always encouraging regular and thorough handwashing
3. Ensuring good respiratory hygiene at all times by promoting the 'catch it, bin it, kill it' approach
4. Deep cleaning as required! Ensure the cleaning and maintenance schedule are followed at all times
5. Minimising contact between individuals and maintaining social distancing wherever possible
6. Wearing appropriate PPE, only where necessary and in specific circumstances
7. Engaging with the NHS Test and Trace programme, where relevant
8. Managing confirmed cases of coronavirus (COVID-19) amongst the school community
9. Containing any outbreak by following local health protection team (HPT) advice

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - 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.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Open and close windows in 15 minute slots in the winter months.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

COVID19 Spot Check 26 November 2020

Good afternoon Karl & Jane

Thank you for the warm welcome this afternoon during the Covid 19 Spot Check I carried out.

Just to make you aware I was very pleased with all the procedures and controls you have in place.

Just to reiterate, the only observation in need of attention was the Bomb/Lockdown arrangements, which you stated was going to be actioned by Ice-cats sometime in January.

During these testing times it's good to see that you and your staff have gone the extra mile in making sure your work environment is made safe and Covid 19 secure.

It was good to meet you and your team during my visit and please keep up the good work.

If you have any queries then don't hesitate in contacting one of the HBC Health & safety Team.

5 January 2021

School will be closed due to the National Lockdown enforced on 5 January 2021 except for Critical/Key workers and vulnerable children.

Whilst staff will be working on a rota and the pupils numbers have been reduced significantly the school will still use this risk assessment/action plan to its entirety.

Any changes that occur over the coming weeks will be reflected in this document.

8 March 2021 – Children and staff will be returning to school full time – all guidelines listed in this Risk Assessment will be adhered to.

Internal:

| Entering and leaving school/rooms/areas | Yes / No / N/A | Systems in place / proposed to manage risk. |
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| <p>Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • There has been regular communication between parents/carers and school throughout the past six months including newsletters, emails and the parent app system in school. • Parents/carers have been informed prior to school finishing for the summer holidays about the procedures and rule for September. They have been informed about the planned times and protocol involving drop off and pick up. There are markings places in the playground enforcing the 2 metre rule. • Only one parent/carer per family to drop off/pick up. • Children can be taken by other friends/ family members and child minders as long as parents/carers contact school – 22nd September – Grandparents and picking up school children? Awaiting further guidance. • A new parent home school agreement has been shared with parents and carers in light of covid19. • Regular communication with parents and carers through Parent App and emails informing them of any updates to changes to procedures and any information provided by the LA is shared with parents and carers. • Parents and carers sent a weekly reminder about social distancing and wearing a face mask when dropping of and picking their children up • Parent/carers will be informed of procedures again w/c 1 March 2021 |
| <p>Has a deep clean taken place over the summer on site before reopening?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Additional cleaning hours have been arranged since re opening of school; there is a full time cleaner in school throughout the day to clean toilets and areas of high traffic around the school. • There is a detailed cleaning schedule and a risk assessment for cleaners. Cleaners are asked to wear gloves and aprons when cleaning areas around the school and change them regularly to avoid cross – contamination and clinical waste bags used and stored in the silver bin for 72 hours. • Toilets are deep cleaned at the end of each day and cleaned throughout the day with a suitable cleaning detergent. • Tables and contact points are cleaned regularly; all equipment is cleaned once the children have left school |

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| | | <p>each day.</p> <ul style="list-style-type: none"> • All contact points are cleaned regularly, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. • All areas have bins with lids and are emptied throughout the day. <p>Reception:</p> <p>Malleable resources, such as play dough, will be used children will be given individual pots and clearly labelled with the child's name.</p> <p>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use, and where possible, children are discouraged from sharing these.</p> <p>Children are taught to wash their hands frequently, and encouraged where possible not to touch their faces or to put objects in their mouths.</p> <p>Classroom routines.</p> <p>Desks are wiped regularly.</p> <p>There are boxes in each area of the school with PPE and cleaning equipment to be used.</p> <p>Any objects the children touch are disinfected once use has finished.</p> <ul style="list-style-type: none"> • Please refer to the cleaning document for further information. <p>Hand sanitiser</p> <ul style="list-style-type: none"> • Staff made aware of health and safety re use of hand sanitiser. Children encouraged to wash hands regularly. • Signage around school relating to washing of hands. • Hand sanitiser distributed around the school – parents/carers to sign to give permission to use it on their children. • Extra hand sanitiser dispensers have been purchased and put up around school, we have also purchased mobile self-dispensing hand sanitising stations for the school gates • The school is deep-cleaned each Friday and there is a programme in place for a further deep clean to take place during the summer break. Discussions already in place for cleaning during October half term. • Any areas in school that staff use who have to self-isolate are deep cleaned thoroughly if necessary. • Deep clean will be completed w/c 1 March 2021 • Cleaning will remain the same from 17 May 2021 |
| Has effective liaison taken place with bus companies/transport | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> • Parents/carers are encouraged to cycle to school with |

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| <p>providers to consider staggered start/finish times?</p> <p>Is the use of public transport discouraged where possible?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>children</p> <ul style="list-style-type: none"> • Parents/carers advised to avoid public transport. • Parents/carers are also encouraged to walk to school within family bubble. • This information is communicated with parents/carers through the various letters sent out via parentapp. • Parents/carers will be asked to use the main Tesco carpark for parking during drop off and pick up • Parents/carers have been advised to wear a face covering by the Local Authority to drop off and collect children from school and are reminded about this weekly • It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. <p>Face visors or shields</p> <ul style="list-style-type: none"> • A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. • Parents/carers advised by the Local Authority that only one adult is to drop off and collect their children and that they leave promptly when dropping off and collecting their children • Face coverings must now be worn in all communal areas, for example corridors, around school using the photocopier etc. Classrooms and corridors must be ventilated as much as possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used. • Face covering must be worn when entering the school office |
| <p>Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?</p> <p>Have specified entrances/exits been allocated to specific groups?</p> <p>Are floor markings visible to reduce any possible queuing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • 8.45am- 3pm Nursery • 9am-3.10pm Reception <p>Nursery / Reception to use the Nursery gate for entering and leaving the school; During the summer Site Manager to put floor markings on the floor outside of this area of school and ensure that social distancing signs are placed on the railings by the gate to inform / remind parents about social distancing.</p> <ul style="list-style-type: none"> • Halton Borough Council have also placed more social distancing floor marking outside the school. LA are in the process of planning safety rails for outside of school, Lugsdale Road and |

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| | | <p>Quinn Street (Nursery gate) Work to begin between 4-6 weeks.</p> <ul style="list-style-type: none"> • 8.45am – 3pm Year 1 enter / leave school through small gate • 8.45-3pm Year 2 enter / leave school through larger gate. • 8.55-3.05 Year 3 and Year 4 to enter / leave school through the small car park gate (car park will not be used by staff) During the summer Site Manager to put floor markings on the car park floor and ensure the social distancing signs are placed on the railings by the gate to inform/remind parents about social distancing. • 9.00-3.10pm Year 5 children enter / leave school through small gate. • 9.00-3.10pm Year 6 children enter/ leave school through big gate. • Parents/carers not allowed in school. • All entrances and exits to be sign posted. • Further safety signs have been ordered regarding information about social distancing • Highs support from Halton Borough Council regarding railings outside of school • Staff will be at entrances/exits to monitor/support. • See September 2020 plans • Start and finish times will remain the same as September 2020) |
| <p>Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • All entrances and exits will be utilised and clearly marked with directional signs • All necessary signs have been purchased and displayed. Floor markings in Nursery to be put down in summer holidays. • September – all doors and gates have signage on them and there are signs with details for visitors • New gate signs have been made by Site Manager and will be displayed |
| <p>Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Staff will be outside during peak times at the start of the day and at the end of the day. Head / Deputy / Site Manager will be visual. All staff will be asked to wear hi-vis jackets. Social distancing signs are visual around the entrances / exits of the school • Staff to wear face coverings when in the playground on school gates. Staff are also supervising parents using pelican crossing on Lugsdale Road. • Face visors or shields • A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. • Parents/carers will be reminded to wear their face covering upon the children returning on 8 March 2021 |

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| <p>Where possible, are one-way systems implemented in corridors, rooms etc particularly at peak times?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • See September 2020 plans • Start/finish times will be staggered • Staggered playtimes • Staggered lunchtimes and children to play in separate parts of the playground • One child only allowed to go to toilet at one time • Water bottles to be filled up by TAs at lunchtime. • Teachers to escort pupils to playground • Lunches in classroom • Children to stay in classrooms as much as possible. • See September 2020 plans |
| <p>Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Staff in the office already have a screen in place to protect them from potential visitors. This must be closed and visitors to be reminded to adhere to social distancing. • Parents/carers are not allowed to enter the school grounds • The visitors risk assessment has been up-dated to co-inside with COVID19 rules – this is emailed to the visitors prior to their visit and is displayed in the school foyer |
| <p>Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • All furniture has been re-arranged to allow for social distancing. Soft furnishings that is in the areas is sprayed each time it is used (this includes the HT office as well.) Spray is kept in the HT Office. |
| <p>For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR?</p> <p>If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?</p> <p>If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Posters displayed to inform visitors that they are not to enter the building if they display symptoms of COVID19 • A form must be completed by visitors to the school to adhere to the track and trace system. • The visitors risk assessment is displayed in the office foyer and is emailed before the visit – this was updated on 30 September again regarding Supply Teachers and use of face coverings (referred to visitors risk assessment) this has been again updated on 4 January 2021 – all visitors will be kept to a minimum • Contractors must continue to visit to complete health and safety work. • Hand sanitiser dispenser will be put up in the main foyer and link corridor to be used on entering and exiting the building • Extra hand sanitiser dispensers have been purchased and put up around school, we have also purchased mobile self-dispensing hand sanitising stations for the school gates • Any contractors must as much as possible visit when the Site Manager is in school. • Any visitors to the school must complete a track and trace form when entering the school building • Headteacher to be informed about all visitors entering the School. |
| | <p><input type="checkbox"/> <input type="checkbox"/> ✓</p> <p><input type="checkbox"/> <input type="checkbox"/> ✓</p> | |

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| | | <ul style="list-style-type: none"> • Signing in / out system (touch screen) to be suspended; office to look at another system for this for the time being. Office have a signing in and out system in place and disposable pens. • Signing in and out system has been put back in use from April 2021 – the track and trace letter has been put into the system for all visitors. • Signing in sheet is used and a track and trace form completed upon arrival at school • Parents/Carers and Visitors to use school intercom at school gate for any queries to practise social distancing for office staff • All visitors are now required to wear a face mask when entering the school premises – visitors will be kept to an absolute minimum • All deliveries will be left at the school gates are to be contactless and not signed for. |
| <p>Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Parents/Carers and Visitors to use school intercom at school gate or telephone calls/emails for any queries to practise social distancing for office staff. • This will be communicated to parents / carers via parent app |
| <p>Are foyer areas marked for social distancing and displaying relevant signage/posters?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Relevant signs have been displayed in and out of the school building • We have recently purchased a sandwich board to put outside school to remind staff about social distancing. • A school distancing policy has been updated and will be sent out to staff with the COVID19 Staff Handbook |
| <p>Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Hand sanitiser is available at every entrance, extra hand sanitising stations have been purchased and positioned around school • All staff are aware of health and safety re use of hand sanitiser. Please refer to the 'Handwashing guidelines document.' • CAN ALL STAFF PLEASE ENSURE THAT THEY WASH AND SANITISE THEIR HAND WHEN ENTERING THE SCHOOL BUILDING • Signs have been displayed around school to encourage the use of good hygiene. • Staff to refer to the document – 'Effective Hand Washing' and follow the instructions as directed. • Hand sanitiser will be available in all areas of the school. • The Hand Sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have read the risk assessment. • Sanitiser station has been set up at entrance and exit of school for parents/carers, staff, contractors and visitors. • More hand sanitisers have been purchased and set up around the school. |

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| <p>Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Masks on young children will be discouraged as guidance says that if they are not used properly they can pose an additional risk. Staff members will not assist a child using a mask. Parents/carers advised to wear facemask when dropping off and collecting their children. Staff advised to wear a face covering when in the playground at the beginning and end of school day. Parents/carers have been reminded again about the importance of wearing a face mask when dropping off and collecting children <p>Face visors or shields</p> <ul style="list-style-type: none"> A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. Face coverings much now be worn in all communal areas, for example corridors, around school using the photocopier etc. Classrooms and corridors must be ventilated as much as possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used |
| <p>Has it been clearly communicated?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> This will be communicated to parents/carers and advice will be given to them in parent code of conduct. Bins are provided at the entrances of the school for pupils and staff to dispose of. There is a hand sanitiser unit next to the bins to be used immediately after removing the face covering. Site manager has been instructed as to how to dispose of these items. |
| <p>Is handwashing immediately instructed after removing the face covering?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> A silver bin is used for the safe disposal of used PPE, site manager to move to large bin after 72 hours Staff have been instructed about the use of and removal of face masks in school. |
| <p>Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Summer Holidays – bins to be erected at all entrances/exits of school and also a trough to be purchased and set up in playground for children to use.</p> <ul style="list-style-type: none"> School have purchased a double sink outside for hand washing purposes <p>There has been regular communication between parents/carers and school throughout the past six months including newsletters, emails and the parent app system in school</p> <p>See above</p> |

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| | | <p>Interventions and small group / 1:1 teaching Staff have been advised that if they are unable to keep the 2m distance from children that they wear a face covering / visor when working with the children for their own safety and if they feel more comfortable with doing this</p> <p>Face visors or shields A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.</p> |
| Are procedures in place to allow emergency contractors to access the site safely? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Posters displayed to inform visitors/contractors etc. that they are not to enter the building if they display symptoms of COVID19 • Visitors risk assessment emailed and displayed this has been updated 04 January 2021 • Contractors must continue to visit to complete health and safety work. • Contractors to complete a visitors form to support our track and trace procedures – signing in and out system now back in use • Hand sanitiser dispenser will be put up in the main foyer and link corridor to be used on entering and exiting the building • Extra hand sanitising stations have be purchased and positioned around school • Any contractors must as much as possible visit when the Site Manager is in school. |
| Are there designated marked areas for parents/carers to utilise when waiting to pick up children allowing effective social distancing? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Floor markings outside of school gates and on the school playground • HBC have also placed floor markings all around the school perimeter • Social distancing signs places around the outside of school – all entrances and exits. • Council have recently put up safety barriers around the school. |
| Are staff advised to delay departure from school to avoid congestion with parents/pupils? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Staggered drop off and pick up times. • Staff have been instructed to ensure that they adhere to the specific times. • Parents/Carers have been informed of the staggered entrance and exit times • LA also advised parents/carers to arrive and leave promptly when dropping off/collecting children • see September plans |
| Hygiene/Social Distancing | | |
| Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • The school's behaviour policy has been reviewed and an addendum has been attached to it. This has been cascaded to staff and agreed by governors. |

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| <p>Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children and children with complex needs has this been actioned by age-appropriate methods such as stories and games?</p> <p>To minimise contact between individuals have consistent groups/bubbles maintained to endeavour to reduce transmission?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> <p>Has guidance been cascaded to pupils and parents/carers on the importance of social distancing when using public and school transport?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> ✓</p> | <ul style="list-style-type: none"> • The revised behaviour policy is on the school website. • In September the behaviour policy was shared with children- copies of the behaviour policy are in each classroom. • There is signage around the school to encourage social distancing amongst children and staff. • Physical contact such as handshakes and hugs are to be avoided between staff and children. • Staff, pupils and adults on site should endeavour to stay 2m apart where possible. • Children will be taught through social stories about social distancing. • There are Early Years Risk Assessments in place. This has been updated 18/09/2020. • Each class is within a bubble and have their own staggered break time and have their lunch together. They also have their own area within the playground. Staff are allocated to the specific bubble. • Staff should not to gather in corridors or around school; all cleaning staff must wear PPE at all times. Staff should stay in their work area and not visit other classrooms. Whilst on duty you should not congregate with other members of staff and you must not go into other classrooms other than your own. If using the school office you must wear a face covering. |
| <p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p> <p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>All bins have been replaced with pedal bins around the school building</p> <ul style="list-style-type: none"> • All staff to encourage children to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and use alcohol hand sanitiser ensuring that all parts of the hands are covered ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' Staff to refer to the 'Handwashing guidelines document.' • Signs have been displayed around the school to encourage the use of good hygiene. • Staff to refer to the document – effective hand washing and follow the instructions as directed. • Alcohol Hand sanitiser will be available in all areas of the school. • Extra hand sanitising stations have be purchased and positioned around school • The hand sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have read the risk assessment. • Permission to be sort from parents/carers for the use of the hand |

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| <p>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>sanitiser</p> <ul style="list-style-type: none"> • EYFS risk assessment and cleaning schedule in place • EYFS risk assessment updated 4 January 2021 • Handwashing to continue after 17 may |
| <p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p>Are desks placed at a distance side by side and not face to face?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • All classroom risk assessments have been completed, desks have been set apart (side by side), all classrooms have their own cleaning items (see cleaning schedule), cleaning staff have extra hours for extra cleaning around the school building • Class 1 risk assessment has been revised due to the seating for the children. This has been changed due the mental health and the children coming from a an Early Years setting and being absent for 6 months due to the national lockdown • An individual space has been set up in each classroom for teacher whilst they are at the front of the classroom teaching. This will be explained to the children in September. |
| <p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • The number of desks in each classroom reflect the number of children and have been placed socially distanced as possible (due to the size of the classrooms) • All fabric chairs have been removed from classrooms and where they are used (staff rooms) they have been reduced and staff have been informed about cleaning them wherever possible. |
| <p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions?</p> <p>Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • We have implemented as much outdoor learning as possible in the curriculum for September 2020. • The school field has been organised to incorporate outdoor PE and PE lessons will take place outdoors as much as possible. • Hall will be used for lunch time bubble (if applicable) • Library will be used to reduce numbers if necessary. <p>Music and Singing</p> <p>Minimising contact between individuals</p> <p>Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum. If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use</p> |

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| | | <p>microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment</p> <p>Schools may use blown instruments from 177 May 2021 and may sing in their bubbles</p> <p>Performances</p> <p>Advice is that schools restrict attendance by parents, and instead host audiences using alternative methods where possible, such as through live streaming or recording performance</p> <p>Playing outdoors</p> <p>Singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p>Singing,</p> <p>Singing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</p> <p>Social distancing</p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.</p> |
| <p>Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?</p> <p>Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Staffroom limited to certain numbers the nurture room is also being used as a staffroom to reduce numbers. • Furniture has been arranged to ensure social distancing – there is a reduction in the number of chairs. • KS2 Staff will use the staff room upstairs; FS/KS1 staff can use the kitchen facilities in the Nurture room. • Staff instructed to ensure that appropriate cleaning procedures are implemented in all kitchen areas when using the facilities. • Staff informed to eat their lunch in the relevant areas. • Staff rota in place for breaks and lunchtimes. • Staff should wear a face mask when using communal areas |
| <p>Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • All staff have had a copy of social distancing policy (Produced by Halton LA) • Staff to adhere to social distancing rules as well as taking responsibility for their own health and safety. • Physical contact such as handshakes and hugs are to be avoided between staff and children. |

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| | | <ul style="list-style-type: none"> • Staff, pupils and adults on site should endeavour to stay 2m apart. Signs and displays around school to remind everyone about social distancing. |
| <p>Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Children will be taught through social stories about social distancing. • Signs and pictures around school to alert children to regular handwashing and not to touch hair and face. • Staff will alert children to this as well. |
| <p>To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Children and staff are organised into 'bubbles' that will now be whole classes and will stick to the same adults (where possible) and children in each bubble to minimise contact with other groups as much as possible and reduce possible transmission of the virus. • Staff should not to gather in corridors or around school; all cleaning staff must wear PPE at all times. Staff should stay in their work area and not visit other classrooms. Whilst on duty you should not congregate with other members of staff and you must not go into other classrooms other than your own. If using the school office you must wear a face covering. • EYFS have their own entrance and exit point within the school. Children will enter the school on Quinn Street and leave via the same point. • See EYFS updated Risk Assessment January 2021 • Social distancing markers have been added to the EYFS provision and they will be added to the path outside the EYFS gate • Social Distancing signs have been added to the fence in EYFS for parents/carers to take note of. • More social distancing signs have been purchased and will be displayed outside of school upon arrival • Toileting routines have been introduced in the Summer Term and have proved to be successful - children will be monitored when going to the toilet and will only be able to go 1 at a time. Toilet cubicles have been closed to increase the distance. • The children must use the toilets at the times allocated last term. Lunch times and break times are the same as last term. Visits to the toilet outside these times must be in emergencies only and if children are coming from upstairs I am afraid they must be supervised during the busy periods. • Children within EYFS use the same toilet facilities and therefore Nursery and Reception will essentially form 1 bubble. The children will be able to access the EYFS learning garden together and this will be the case during lunch time. |

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| | | <ul style="list-style-type: none"> • Break times are timetabled and the children will have an allocated slot to ensure that opportunities to minimise close contact have been acted upon • Lunch time rotas have been developed to ensure that Nursery children can eat their lunch in the classroom and Reception children can eat in the school hall. Timetables have been developed and shared with other members of SLT. • PPA will be managed by the same designated member of staff who currently works in EYFS. • Childrens movement around school will be limited staff to use the classroom phone to speak to the school office, Headteacher or other classes • Staff who do move around school to cover are advised to keep 2m away from children and adhere to the social distance guidelines and <i>work</i> within the specific space provided. |
| <p>Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Cleaners and site manager to empty bins regularly throughout the day. • Cleaning policy and schedule relates to the procedure for contaminated water. • Extra hours are in place for cleaning staff to enable cleaning and removal of rubbish. • Cleaners and Site Manager are aware of the relevant policies and procedures. • A silver bin is used for the safe disposal of used PPE, site manager to move to large bin after 72 hours |
| <p>Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • There is a cleaning schedule in place which identifies all the areas that need cleaning throughout the day. • The school has employed a full time cleaner to be in school throughout the day. • All door handles, toilets, surfaces are all cleaned at regular intervals throughout the day. |
| <p>Are there cleaning schedules in place for all I.T. equipment before and after use?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Signs have been displayed on lap safes for the use and cleaning of I.T equipment • All staff are aware that all IT equipment is cleaned before and after use. • There is cleaning equipment by the children's IPADS / Laptops for staff and children to use. • Children should not be cleaning equipment in the corridors outside year 2. This should be done after school. PPE boxes in classroom must be checked each day to ensure everything you need is easily accessible. |
| <p>Do cleaning staff have access to sufficient stocks of cleaning</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Site manager monitors the cleaning stock and replenishes |

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| <p>products necessary to carry out relevant cleaning requirements?</p> | | <p>when required</p> <ul style="list-style-type: none"> • School has purchased a sufficient amount of cleaning products in preparation for September. • Each classroom has its own cleaning products – the Site Manager updates these regularly. • PPE boxes in classroom must be checked each day to ensure everything you need is easily accessible. |
| <p>If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • The cleaning schedule takes account of this. • Cleaning staff use the appropriate PPE when necessary. • all cleaning staff must wear PPE at all times • The school is fortunate to have three cleaners and a Site Manager. • The school also purchase support from Peter Kelly (Halton LA) who can give advice if necessary. |
| <p>Is there a facility to have a standby/all day cleaner?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • The cleaning schedule take account of this. • The school is fortunate to have three cleaners and a Site Manager. • The school also purchase support from Peter Kelly (Halton LA) who can support if necessary. • School has a full time cleaner (additional hours for current cleaners) • Reduce cleaning from 15 June this will be reassessed |
| <p>Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?</p> <p>If I.T. suites are in use are appropriate cleaning measures in place?</p> <p>Are tablets, iPads cleaned before and after use?</p> <p>Dorgards fitted January 2021 on most internal fire doors, School Office, Headteachers Office, Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Deputy Headteacher, Family Support worker</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Reception:</p> <ul style="list-style-type: none"> • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed regularly and shared within the bubble only. • Children should be taught to wash their hands frequently, and encouraged where possible not to touch their faces or to put objects in their mouths. <p>See Early Years Risk assessment</p> <p>Physical activity in schools</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows in 15 minute slots during the winter months and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention</p> |

to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.

Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.

'Hands. Face. Space' and Ventilation: new film shows importance of ventilation to reduce spread of COVID-19

A new public information campaign has been launched by the government to highlight how letting fresh air into indoor spaces can reduce the risk of infection from coronavirus by over 70%.

The campaign, which forms part of wider 'Hands. Face. Space' guidance, sees the release of a new short film created with scientists and an engineer at Leeds University.

The film illustrates how coronavirus lingers in the air in spaces with no fresh air, increasing the risk of people breathing in infected particles, and how the risk can be reduced significantly by regularly ventilating enclosed areas.

The new film will run across social and digital advertising in England. Research shows that being in a room with fresh air can reduce your risk of infection from particles by over 70%, as fresh air dilutes the particles.

As people start to spend more time indoors, experts are recommending that people either:

- open windows for short, sharp bursts of 10 to 15 minutes regularly throughout the day
- leave windows open a small amount continuously.

This is to remove any infected particles lingering in the room. Additionally, it is advised that any household systems that use outdoor air, including kitchen or bathroom extractor fans, are used correctly and regularly as an additional method to remove infected particles.

Airing indoor spaces is particularly important when:

- people have visitors (when permitted) or tradespeople in their home, for example for construction or emergencies
- someone from a support bubble is meeting with another household indoors
- a care worker is seeing a patient indoors
- someone in the household has the virus, as this can help prevent transmission to other household members.

Public Health Minister, Jo Churchill said: "We all spend more time inside over the winter, so ventilation is essential.

"As the weather gets colder and wetter, letting in fresh air in short

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| | | <p>burst helps to reduce the risk of coronavirus in our homes. We should all remember: open your windows in 15 minute slots during the winter months, and Hands. Face. Space."</p> <p>Professor Catherine Noakes, from Leeds University who advised on the film, said: "When a room does not have any fresh air, and where people are generating large amounts of aerosol through activities such as singing and loud speech, that is when transmission of coronavirus is most likely. Fresh air must come from outdoors – recirculating air just means the aerosols containing the virus move around the same room rather than being extracted outdoors."</p> <p>"Ventilation units or any household systems that use outdoor air can be just as effective as opening windows or doors as long as they are limiting the recirculation of the same air."</p> <p>Coronavirus is spread through the air by droplets and smaller particles (known as aerosols) that are exhaled from the nose and mouth of an infected person as they breathe, speak or cough. They behave in a similar way to smoke but are invisible. The majority of virus transmissions happen indoors. Being indoors, with no fresh air, the particles can remain suspended in the air for hours and build up over time.</p> <p>The longer people spend in the same room as these particles, the more likely they are to become infected.</p> <p>The government has stressed that ventilation to provide fresh air in enclosed spaces is just as important as the other actions, and so should be remembered alongside 'Hands, Face, Space'.</p> <p>Classroom routines.</p> <ul style="list-style-type: none"> • Desks will be wiped regularly. • There is boxes in each area of the school with PPE and cleaning equipment. • Any objects the children touch will be disinfected once use has finished. • Cleaning instructions for I.T equipment have been produced • Children should not be cleaning equipment in the corridors outside year 2. This should be done after school. |
| Have non-washable toys/items been removed? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Resources that cannot be cleaned according to the instructions are packed away until after the COVID19 epidemic is over. • The carpet in the Early years will be cleaned thoroughly at the end of the day (this will be put into the cleaning schedule) |
| Will children be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Early years toys that are used are cleaned regularly. • No toys can be brought from home and parents and carers will be informed about this. • Parents and carers have been informed about what children |

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| <p>box, bag etc?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>can / cannot bring into school.</p> <ul style="list-style-type: none"> School will not be sending reading books home or homework books – we will be using online virtual learning and communication for these activities. 17 May 2021 - Reading books may go home – as long as they go home in a plastic bag and left 24 hours when they come back |
| <p>Have children been allocated their own personal desk?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Teaching space in front of class/board marked with tape between teacher and children. Children from Y1-6 will be positioned, 2 to a desk, side by side, all facing forwards, spaced as far apart as is possible given that classes will now be back to capacity. Children will be allocated a set desk. Children in reception will work in small groups but will not be expected to sit at desks in twos due to their ages and stages of development. |
| <p>Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?</p> <p>Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> There will be no sharing of resources between bubbles. Each classroom has a box of outdoor resources that they can use at lunch times and break times. Each classroom has their own box which contains cleaning products and PPE materials. Each child has their own equipment so no resources need to be shared. Each classroom have their own maths resources that will not be shared amongst other year groups. Early years have in their own risk assessment procedures in place for cleaning resources regularly. Teachers & Classroom assistants have been given plastic boxes, buckets and Milton to soak any resources that have been shared. |
| <p>Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it?</p> <p>Encourage handwashing?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Signs around school to remind children how to safely cough or sneeze and what to do. All toilets have signs to encourage handwashing. Pedal bins provided for the safe disposal, children will then wash and sanitise their hands Staff to remind children about rules and procedures in regards to handwashing. Early Years children to be taught in September the importance of hygiene. |
| <p>Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Site Manager to ensure windows are open each morning throughout the school. During the winter months open windows in 15 minute slots Classrooms and corridors must be ventilated as much as |

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| <p>If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?</p> <p>Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?</p> | | <p>possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used.</p> <ul style="list-style-type: none"> School do not have free standing or desk fans. School does not have air conditioning systems. |
| <p>Are lunch times staggered?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Children will be eating in classrooms within their bubble. Our School Meal provider will produce a lunch grab bag- hot menu was introduced again in September Middy Assistants will be arranged to work with the same class bubble each day. Early Years lunch time – 11.45-12.45pm 12-12.45 for Y1/Y2; (12.20pm-12.40pm outside) KS2 12.20pm-1pm – (12.45 outside) Packed lunch boxes will be kept in a class box. Children to be instructed to wash hands before touching lunch boxes. Cleaning equipment to be kept in classrooms (avoid sharing between classes) School will be providing hot meals from 21 September 2020. These will continue to be eaten in the classrooms and delivered in trays. DOLCE to organised. JG to risk assess. School will be providing meals from 8 March 2021 |
| <p>Have classrooms been considered for use as dining areas to limit movement around school?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Children will eat in the classrooms to limit movement around school. |
| <p>Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?</p> | <p><input type="checkbox"/> <input type="checkbox"/> ✓</p> | <p>N/A</p> |
| <p>Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?</p> <p>Is walking in single file encouraged? Consider one way systems, walking on the left where possible? Can corridors be divided? (not always feasible)</p> <p>Can lesson changes over times be staggered?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Staff will be instructed to ensure that children adhere to social distancing when moving around school (although this will be limited) Staggered lunch times, break times, start and finishing times will limit the movement around school. Single file will be encouraged. <p>N/A</p> |
| <p>Where touch terminals are in use in dining areas, have these</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Touch terminal has been taken out of use until it is safe to |

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| <p>been taken out of service with appropriate replacements i.e. Secondary Schools</p> <p>If not appropriate cleaning regimes should be implemented.</p> | | <p>use.</p> <ul style="list-style-type: none"> Dolce (school meals provider) have prepared a risk assessment which includes cleaning schedules |
| <p>Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools</p> <p>If not appropriate cleaning regimes should be implemented.</p> | <input type="checkbox"/> <input type="checkbox"/> ✓ | N/A |
| <p>Are extra cleaning procedures in place for dining hall furniture before and after use?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Children will be eating in classroom. Each classroom will have their own cleaning resources to avoid sharing within different bubbles. Reception class children have their lunch in the school hall this is cleaned by the dinner staff |
| <p>Are dining room chairs spaced appropriately?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> We have spaced our dining room tables and chairs in accordance with the 2 metre social distancing in the event that we need to use them |
| <p>Are pupils instructed not to share food i.e. children bringing in their own?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Children are always discouraged from sharing food. Parents/carers will be given the choice of school lunches or providing their own |
| <p>Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?</p> <p>Have heavy use 'hot spots' been identified that may require extra servicing?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> The cleaning schedule makes reference to ensuring that eating areas are cleaned regularly and with detail. Each area have their own cleaning resources. School has employed a full time cleaner. Midday Assistants have been updated with procedures and details. Staff room numbers have been limited to the number of people allowed in so this will reduce slightly the amount of cleaning although these areas are still identified as potential 'hot spots.; Staff should wear a face mask in communal areas including the staff rooms |
| <p>Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Dolce (School Meals Provider) have their own Risk Assessment. (See DOLCE Risk Assessment) |
| <p>Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> School have considered and implemented a limited menu and will provide a grab bag menu until October half term (this will then be reviewed) School is providing a hot meal from 21 September 2020 and will be eaten in the classrooms |
| <p>Are break times staggered to allow less children on playgrounds/areas?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Mrs McCallum (Deputy Head) has created a timetable for break times. The timetable reflects social distancing by reducing the number of children in the playground at one times. Different areas around the school are timetabled including the use of the school hall if necessary and also the school |

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| | | <p>playing field.</p> <ul style="list-style-type: none"> Updated outdoor classroom has been signed off and can be utilised from 8 March 2021 Each classroom have their own box of resources specifically to be used for that year group only. |
| Are different class group's kept apart and encouraged no to mix? | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Children and staff are organised into 'bubbles' that will now be whole classes and will stick to the same adults (where possible) and children in each bubble to minimise contact with other groups as much as possible and reduce possible transmission of the virus. Children will have their own resources for their own classroom which will not be shared. There are staggered start and end times. Phonics and nurture groups will not mix across year groups. Interventions and nurture can mix bubbles – follow social distancing measures from 17 May 2021 There will not be any activities that involved mixed year groups. There will not be whole school assemblies or celebrations. There will be no after school clubs. There will be a limited breakfast club and this will be organised according to specific year group bubbles. Staff must not go into other classrooms other than your own. If using the school office you must wear a face covering. |
| Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc? | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Contact sports are limited and children are encouraged not to play contact sports at break / lunch time. Where it is safe to do so these will only be played with a limited amount of children within the class bubble. |
| <p>Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible?</p> <p>Where outdoor play equipment is in use is it more frequently cleaned?</p> <p>During PE classes are children kept in consistent groups?</p> <p>Is outdoor PE prioritised and if not are large indoor spaces used?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> All Classroom Support Assistants will be on duty at break times; Support Assistants will have their lunch break so that they are available to supervise during lunch times. Children to be aware of social distancing where possible. All outdoor equipment can now be used and this will be timetabled to be used by one class bubble each day. The Site Manager will clean the outdoor areas at the end of each day in preparation for the next day. PE lessons will take place in class bubbles. Children will be asked to wear PE Kits on PE days. PE lessons to take place outside (depending on weather!) See September 2020 plans |
| Will movement in general be reduced around the school/early year's settings for staff and pupils? | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> Children in class bubbles Children will be eating lunch in the classrooms. |

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| | | <ul style="list-style-type: none"> • One child allowed to use the toilet at one time. • Staggered start and ends to the days. • Use of different entries / exits to the school. • Resources not shared amongst classes • Majority of staff will stay with their own bubble where possible. • Timetables for lunch times and break times. • Water bottles to be filled by parents/carers for the start of the school day and at lunch time by support staff. • No mixed year group teaching / activities • No whole school events or assemblies. • Staff to use the class phone to contact relevant staff to reduce movement around school • See September 2020 plans • Face coverings much now be worn in all communal areas, for example corridors, around school using the photocopier etc. Classrooms and corridors must be ventilated as much as possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used. |
| <p>Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • There will be no whole school assemblies or collective worship. • Collective worship, special celebrations and assemblies are delivered across the school using Microsoft teams. • Assemblies will take place in class bubbles and led by Head/ Deputy Head. • Collective worship will be held either in the classroom or one year at a time in the school hall. • See September 2020 plans • Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Advice is provided in the full opening guidance for schools. |
| <p>Have staff, pupils, visitors, parents/carers, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?</p> <p>Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • There is a sign at the front of school and the School Office to inform people that they must not attend the school site if they are displaying symptoms and to follow government guidance. • Visitors to complete a track and trace form and adhere to the visitor risk assessment that is displayed in the school office foyer Visitors risk assessment has been updated (November 2020) • The code of conduct for parents informs them that they must inform school if a suspected case is confirmed. • Visitors risk assessment updated January 2021 • The DfE have supplied school with 10 testing kits and face covering, the Headteacher has ordered some more PPE items for school • Headteacher has attended a webinar on how to administer |

the tests

- Further tests will be ordered if necessary. Tests are kept in the school safe.
- Parents are regularly informed about what to do if there is a positive case. The school mobile number is shared with all parents/carers should they need it out of school hours.

Staff

A member of staff who display symptoms of coronavirus (a high temperature, a new, continuous cough and a loss or change to their sense of smell or taste) must stay off school and follow the usual procedures regarding sickness absence by phoning the Headteacher themselves; a text message is not acceptable. If a member of their family display symptoms they must stay off and inform the Headteacher. An appointment should be made by the member of staff or family member to have a test and if the member of staff or the family member test negative they can return to school and end the self-isolation of the household. Further information can be found: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

New Laws September 2020

[people in England will be required by law to self-isolate if they test positive or are contacted by NHS Test and Trace](#)

Children

- If a child develops symptoms of the virus they will be taken to wait outside (weather permitting) or in the PCR. The member of staff will be encouraged to use PPE when they are with the child in the isolation area and observe social distancing.
- Parents/carers will be called and will be told to collect their children immediately. This information will be shared with parents/carers upon returning to school via a parent/carer code of conduct. They will be asked to self-isolate with their household members for 14 days and advised to take a test.
- If any children or staff test positive within their 'bubble the rest of their group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group, subsequently develops symptoms.
- Children with symptoms should not be in school and this will be shared with parents/carers in the code of conduct they will be asked to sign before returning to school.

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| | | <ul style="list-style-type: none"> • The school have purchased a thermometer for children and will request permission from parents/carers to use should their child display symptoms in school. • Schools to understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. • An outbreak is where there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected. • Deputy Head has produced a flow chart to support staff with understanding procedures and policies if they have to self-isolate or if they develop symptoms. All staff have received this document via email. • All staff advised to take a test before returning to school in January 2021 |
| <p>Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Children who have developed symptoms of COVID are to wait outside weather permitting or in the PCR. • The member of staff will be encouraged to use PPE when they are with the child in the isolation area and observe social distancing |
| <p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p> <p>Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?</p> <p>Have staff been instructed on how to correctly wear PPE i.e. donning and doffing (see schools H & S website for training resources)?</p> <p>Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • PPE will be required if intimate care required or if a child becomes unwell or symptomatic in school; this is referred to in the risk assessment. • Guidance states that staff in education will not require PPE beyond what they would normally need for work. • School have received additional PPE from Government. PPE is kept in a cupboard in the PCR room. • School will purchase PPE to use if necessary. This includes disposable gloves and aprons. Handwashing soap and sanitiser. Guidance states that staff do not need to wear face covering unless a distance of 2 metres cannot be maintained. If a member of staff feels more comfortable to wear one then they may wish to do so. • PPE has been purchased and stored for use • PPE must be worn when administering First Aid • All PPE used is current EU standards. • Staff are asked to watch the following for training for using PPE correctly. <p>https://www.youtube.com/watch?v=3l_kKVNrEMo</p> |

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| | | <p>https://www.youtube.com/watch?v=f6mjgbtonG4</p> <ul style="list-style-type: none"> • Further information: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Each classroom has a box which includes cleaning equipment and PPE; staff need to inform the site manager if resources need replacing. • When parents come into contact with children through emergency reasons staff will wear PPE. • PPE must be used when providing intimate care. • Staff and children must adhere to the importance of regular use of handwashing throughout the school there will be hand sanitiser around the school and posters displayed in all areas around the school relating to good personal hygiene. |
| <p>Are arrangements in place to have the separation areas thoroughly cleaned after use?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • This is referred to in the cleaning schedule. • Cleaners will be directed to clean the area thoroughly and will be expected to wear the correct PPE. Time will be put aside specifically for dealing with this. If necessary additional hours will be timetabled for this. |
| <p>Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • This is explained in the cleaning schedule. • A handwashing guidelines document has been written and shared with all staff. • Staff are aware of the importance of hand washing especially if in contact with a suspected case and understand what to do if a contaminated area need to be closed until cleaned. |
| <p>Have staff/pupils/parents-Carers received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p> <p>Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • There are regular emails sent to staff to keep them updated on current government guidance; parents/carers are sent updated letters and messages. • There is a corona virus tab on the school website which is updated regularly. • The Risk Assessment has been shared and discussed with the staff. • The Risk Assessment is also shared with parents/carers via the school website. • The parent code of conduct informs parents/carers • A coronavirus link is on our school website <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their</p> |

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| | | <p>child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable staff and children</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance</p> <p>March 2021 – a letter from the local authority was sent out to parents/carers with what could be more symptoms in children this includes – fever and chills, shortness of breath and difficulty breathing, new persistent fatigue, persistent headache, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting, diarrhoea</p> |
| <p>Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • School have purchased sufficient PPE. • All classrooms and areas around the school have a box with PPE in – staff are reminded to inform Site Manager if the boxes need renewing. • All staff are informed to use PPE for intimate care. |
| <p>Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Handwashing facilities remain presently next to the nappy changing table, alongside PPE and sanitised bins that are collected by an external agency. • Handwashing signs are present for staff to read along with other hand washing material to ensure adults are aware of the importance. • As mentioned above, PPE is available for staff to wear when changing children (if appropriate) |

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| | | <ul style="list-style-type: none"> • Milton spray is made up and ready to spray before and after use. • We currently have no pregnant / vulnerable staff but if circumstances were to change then alterations to rotas and arrangements would change accordingly. |
| <p>Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • PPE has been supplied for cleaners; it has been explained to cleaners how and when to use PPE effectively. • All cleaning staff must wear PPE at all times. • There is sufficient stock of PPE and this is monitored by the Office Staff and Site Manager. • The cleaners use PPE each day. |
| <p>Further use of PPE and Face Coverings (Updated August 2020) Further update September 2020</p> | | <ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. • In line with current government guidance, face coverings are not required to be worn on the premises. • The school has a contingency supply of face coverings. • If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises and put it in an individual, sealable plastic bag. They are asked to wash their hands immediately after doing so. Bins are provided specifically for disposing of face coverings in each entry and exit • Parents/carers are to wear a face covering when dropping off/collecting children • Staff are to wear a face covering when admitting or dismissing them <p>Face visors or shields</p> <ul style="list-style-type: none"> • A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or |

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| | | <p>shields do not adequately cover the nose and mouth.</p> <ul style="list-style-type: none"> Face coverings must now be worn in all communal areas, for example corridors, around school using the photocopier etc. Classrooms and corridors must be ventilated as much as possible throughout the day so please wear warm layers. If you do find the areas that you are working in quite chilly we have some radiators around the school that can be used. |
| <p>Are there sufficient handwashing stations in preparation for the increase in pupil numbers?</p> <p>Does the school hold sufficient stocks of handwashing materials?</p> <p>If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts?</p> <p>Consider skin friendly cleaning wipes as an alternative?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> There are handwashing stations in all areas around the school however during the summer the Site Manager will monitor this and see if all areas around the school are covered. School is in the process (summer holidays) of purchasing outdoor sinks for children to wash their hands regularly outside – this has now been actioned Hand sanitiser is in every classroom and we have sought permission from parents/carers Extra hand sanitising station have been purchased and displayed School has also purchased child friendly hand cream for children to use if it is needed. Staff also have hand cream in staff toilets. |
| <p>Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> As part of the daily assessment, the Site Manager check all toilets and hand sanitiser units each day and refills if necessary. The cleaners will also check this on regular intervals Staff are also reminded to check these regularly and inform the Site Manager if they need refilling. |
| <p>Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> All staff to encourage children to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' Staff to refer to the 'Handwashing guidelines document.' All staff to ensure they wash and sanitise their hands when entering the school building Signs have been displayed around the school to encourage the use of good hygiene. Staff to refer to the document – effective hand washing and follow the instructions as directed. Alcohol Hand sanitiser will be available in all areas of the school. The hand sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have |

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| | | <p>read the risk assessment.</p> <ul style="list-style-type: none"> • Permission to be sort from parents/carers for the use of the hand sanitiser |
| Are pupils encouraged to wash hands before and after breaks/lunches? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Children will be directed to wash their hands before and after break / lunches as well as different intervals throughout the day. • There are signs throughout the school to highlight the importance of hand washing. |
| <p>Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?</p> <p>Are toilets cleaned regularly?</p> <p>Are bins emptied regularly?</p> | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Children in Early Years are supervised when using the toilets. • Staff have been informed to allow only one child to attend the toilet at one time. • Visits to the toilet outside these times must be in emergencies only and if children are coming from upstairs I am afraid they must be supervised during the busy periods. • Cleaners are employed to work all day – this means that toilets are cleaned regularly throughout the day and when checked and cleaned this is recorded. • Cleaners empty the bins regularly throughout the day. • Cleaning schedule gives further clarification of toilet procedures. |
| Are pupil handwashing areas supervised? Is hand sanitiser required? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Staff ensure that they supervise children wherever possible. • Hand sanitiser is used where and when required. |
| Have shared water fountains been taken out of use? | <input type="checkbox"/> <input type="checkbox"/> ✓ | N/A |
| Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Staff have been informed on no physical contact between adults and children. • Any physical contact involving children (team-teach) has been reviewed in the school safeguarding policy. |
| Are staff/pupils advised to cover any cuts or wounds? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Staff have been advised and staff have been told to advise children (and parents/carers to cover any cuts or wounds) |
| Any other hazards? | | |

| Fire/ Emergency Incidents and Building Issues | Yes / No / N/A | If No, describe issue |
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| Has the full site fire risk assessment been reviewed? | ✓ <input type="checkbox"/> <input type="checkbox"/> | |
| Have fire evacuation plans been reviewed to reflect any areas change of use? | <input type="checkbox"/> <input type="checkbox"/> ✓ | |
| Has the reviewed fire evacuation plan been put into practice adhering | <input type="checkbox"/> ✓ <input type="checkbox"/> | A fire drill will take place during the first few days in |

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| to social distancing where possible? Are incident controllers/fire marshals aware of new procedures? | | September. Fire drills will be termly |
| Have Bomb/Lockdown plans been reviewed to reflect any areas change of use? | <input type="checkbox"/> ✓ <input type="checkbox"/> | ICE CATS had to be cancelled due to COVID 19 outbreak – follow original lockdown procedures ICE CATS have been booked in for November 2020 School will follow local authority advise - cancelled ICE CATS booked for April 2021 - cancelled |
| Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible? | <input type="checkbox"/> ✓ <input type="checkbox"/> | |
| Do the reviewed plans reflect and allow for effective social distancing where possible? | ✓ <input type="checkbox"/> <input type="checkbox"/> | |
| Have extra muster points been allocated to allow for social distancing where possible? | ✓ <input type="checkbox"/> <input type="checkbox"/> | |
| Have Business Continuity/Recovery plans been reviewed to reflect any changes? | ✓ <input type="checkbox"/> <input type="checkbox"/> | SLT – this has also been shared with the Governing Body. |
| Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements? | ✓ <input type="checkbox"/> <input type="checkbox"/> | Visitors and contractors are informed about any necessary changes when they arrive and given a leaflet |
| If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc. | ✓ <input type="checkbox"/> <input type="checkbox"/> | Dorgards fitted January 2021 on most internal fire doors. School Office, Headteachers Office, Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Deputy Headteacher, Family Support worker |
| Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements? | ✓ <input type="checkbox"/> <input type="checkbox"/> | Contractors will be encouraged to book appointments before and after school where possible |
| As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open? | ✓ <input type="checkbox"/> <input type="checkbox"/> | All water systems are tested monthly through Halton Borough Council - ongoing |
| Government Guidelines from 17 May 2021 | | <ul style="list-style-type: none"> • Wraparound care can start eg after-school clubs, breakfast clubs but continue to minimise mixing. Outdoor groups can be any number. Indoor groups can be any number but keep groups consistent. Use good ventilation procedures • Teachers may take books home • Test and Trace support payments (£500) may be available subjects to conditions |

- No term-time holidays should be authorised unless medical grounds, religious etc
- Continue x code for isolation/quarantining
- Contact social worker if vulnerable children are isolating
- CEV staff not advised to shield generally but take all due precautions and involve GP
- Pregnant staff – separate guidance available. <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>
- Ensure ALL staff aware of changes, monitor mental health
- Recruitment procedures are school's decision. Prepare to be flexible
- Performance management and appraisal should continue. Make necessary adjustments and do not penalise due to lack of children's attendance/lockdown
- Educational visits may go ahead with careful risk assessment and sticking to consistent bubbles. Classes should not share a coach.
- Residential visits may commence, see guidance/Evolve. Check cancellation policies
- Parents/volunteers may not accompany visits
- No international visits until after 5/9/21 subject to milestones being met
- Open days and transition days may go ahead subject to careful risk assessment.
- No requirement for clean uniform every day. Be mindful of financial and logistical issues for parents obtaining new uniform
- EYFS may elect to focus more on CLL, PSED, PD
- Full Ofsted inspections to commence September although they are doing some inspections now

Any other hazards?

| General | Yes / No / N/A | If No, describe issue (or further information to staff) |
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| Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> All staff will return to school full time (or will work their normal paid hours) in September. |
| <p>Have environmental risk assessments been reviewed?</p> <p>Have they been communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> Access/egress? Movement around school/early years setting? Break times/lunch times/lesson changes? Toileting? Location of hand sanitisers? Signage? First Aid rooms? Sensory rooms? Intimate care rooms? <p>10. COVID Isolation room and bathroom facilities?</p> <p>11. New COVID Variant</p> <ol style="list-style-type: none"> Kitchens Dining rooms Halls/gyms Science and DT area? LFD Testing | ✓ <input type="checkbox"/> <input type="checkbox"/> | <p>See cleaning schedule</p> <p>Early Years Risk Assessment has been updated – September 2020</p> <p>Lunchtime schedule has been reviewed</p> <p>New signage has been purchased and displayed when needed</p> <p>Early Years Risk Assessment has been updated – November/December 2020</p> <p>Early Years Risk Assessment updated January 2021</p> <p>New COVID Variant B.1.1.7 spreads more easily and quickly there is no evidence that it causes more severe illnesses</p> <p>Testing to commence from 26 January 2021 – See LFD booklet and risk assessment</p> <p>Staff will continue to undertake testing twice weekly following Government Guidance</p> |
| Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> SLT, Site Manager, Health & Safety Officer and Health & Safety Governor have surveyed the site. |

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| | | <ul style="list-style-type: none"> All of the changes and Risk Assessments have been shared with all the governors. |
| <p>Have vulnerable staff been identified who will require a specific personal risk assessment? Have appropriate control measures been implemented?</p> <p>Is a risk assessment action plan in place and regularly reviewed?</p> | <input type="checkbox"/> ✓ <input type="checkbox"/> | <ul style="list-style-type: none"> There are no vulnerable staff identified who will require a specific personal risk assessment – subject to change Vulnerable staff have been identified and a risk assessment has been completed September, October, November, December, January 21 - monthly |
| <p>Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Reviewed March 2020 will be reviewed August 2020 before the children return to school – SENCO is in the process of updating these in preparation for September – this has now been completed |
| <p>Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?</p> <p>Has your staff handbook/induction process been reviewed to reflect the current situation?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Headteacher will continue to update staff whenever necessary via emails. Staff Handbook updated July 20 and will be distributed to staff in September 2020 Staff COVID handbook distributed December 2020 – this was updated to include LFD testing February 2021 |
| <p>Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Site manager has completed the paper work through the lockdown and will continue in September</p> |
| <p>Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?</p> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> There is signage at entrance to the school office to inform contractors that they must be in good health and must adhere to our social distancing and rules / guidelines. Visitors must complete a visitors form in line with track and trace procedures. The visitors risk assessment has been updated and displayed in the school foyer, it is also |

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| | | <p>emailed to anyone visiting school prior to the visit</p> <ul style="list-style-type: none"> • Visitor risk assessment updated January 2021 • All visitors must use hand sanitiser before entering and leaving the school building. • All visitors are now asked to wear a face mask when coming in to the school building 17 September 2020 |
| Are there sufficient first aiders on site? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • All staff are first aid trained and all support staff paediatric first aid trained • First Aid policy updated in line with LA guidance |
| In the event of first aid being required and social distancing not possible is there correct PPE provision? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • PPE should be worn when dealing with a first aid incident. • A box will be provided with all relevant PPE • Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance. • Serious injuries should be seen by a fully trained first aider. • Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in isolation area to be picked up. • Middays to send another member of staff to the school office after moving child to a designated space on the playground, not send the child in. • First Aid should be administered and recorded in the usual way as described in the school's first aid policy. |
| In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff? | ✓ <input type="checkbox"/> <input type="checkbox"/> | |

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| <p>If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>The site manager sprays all play equipment</p> |
| <p>Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | <p>We do not allow for deliveries to be on school grounds - all deliveries are to be left at the gate</p> |
| <p>Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | |
| <p>Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | |
| <p>For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alternative roles on school site?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>A risk assessment has been completed on vulnerable staff – this is reviewed monthly</p> |
| <p>Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p>Kid safe, mentoring, family support worker to work with identified children All staff will have opportunity to self-refer to OH if necessary.</p> |
| <p>For schools who use volunteers for support roles, is mixing in groups kept to a minimum?</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | |

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| Are they instructed to socially distance? | | |
| Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Guidance from the LA and National Governor Association has advised that any meetings in the Autumn Term to take place virtually. Regular emails and updates are shared with Governors. HT keeps Chair informed of any relevant changes via phone calls. Governors will receive copies of updated risk assessment via Governor Hub. |
| Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Post will be collected from the school gates Large deliveries will be left on the ramp outside of the school office Staff advised to use gloves or sanitiser whilst opening packages. |
| Any other hazards? | | |

| Test, Trace, Isolate and Local Outbreaks | Yes / No / N/A | Systems in place – proposed to manage risk |
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| To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups? Are these groups considered when pupils are using dedicated school transport? | ✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ✓ | <ul style="list-style-type: none"> Early Years Risk Assessment produced and was reviewed September 2020 EYFS Risk Assessment updated monthly EYFS updated for children returning from 8 March 2021 including the new EYFS play area Markings outside of school gates – Site Manager and Local Authority Face coverings advised to be worn |

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| <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> <p>Are records of groups and group interaction retained for 21 days or more?</p> | | |
| <p>Are records kept of all visitors/contractors to site and retained for 21 days or more?</p> <p>Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?</p> <p>Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?</p> <p>Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?</p> <p>If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?</p> <p>All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Visitors to complete track and trace form • Visitors are emailed prior to visit with a copy of the visitors risk assessment • Signage has been purchased and displayed around school • Visitor risk assessment updated January 2021 • This has been sent out via letter and is also on the school website • See above for additional information. • Constant communication with parents to inform them about what to do. <p>Use the accessibility toilet – arrange for it to be cleaned immediately</p> |
| <p>Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Guidance given from the Local Authority School Office require staff and parents and carers to</p> |

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| <p>immediately of the results of tests taken?</p> <p>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</p> <p>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</p> | | <p>inform school immediately and ask them if possible to send a copy of the results to the school mobile phone – this is only requested and not mandatory and the school's privacy notices have been updated in light of this.</p> <p>Guidance has been given by the LA and DFE as to who to contact should a positive test result happen and what to do.</p> <p>HT is in the process of writing a COVID policy to include all of this information.</p> <p>Attendance table created and updated daily</p> |
| <p>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Guidance given from the Local Authority and updated regularly. All of this information is kept in file in HT Office</p> |
| <p>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Cleaning schedule has been produced, cleaners are onsite all day</p> |
| <p>For individuals or groups of self-isolating pupils are there remote education plans in place?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>There is a new section on the school website with all of this information. http://www.st-gerards.hailton.sch.uk/page/beyond-the-school-gate/61886</p> <p>Letter will be sent to parents to explain remote learning and should children (individual or group) need to self isolate it will be sent out again.</p> <p>Remote learning policy has been produced and shared with governors.</p> |
| <p>If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>http://www.st-gerards.hailton.sch.uk/page/beyond-the-school-gate/61886</p> <p>Online learning is now live on the website</p> |
| <p>Has the contents of this risk assessment been shared with your staff?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> All staff have had a copy of this updated risk assessment and this was discussed during an INSET session. |

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| Have they been involved in the preparation process? | | <ul style="list-style-type: none"> • All staff were given the opportunity to contribute. • All staff have agreed to the contents of this risk assessment. • Updated risk assessment will be shared with the staff regularly. Staff will be asked to respond to the school office to inform that they had read and understood. • Staff will be reminded and updated on risk assessment during INSET on 1 September. |
| Are staff aware of appropriate dress code from September? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • Staff to follow the dress code when they return to work in September. Staff will not be required to wash their clothes any differently or more frequently than they usually would. |
| Are there systems in place to support the mental health and well being of staff and pupils? | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>The Family Support Worker will liaise with the parents/carers of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>Clinically extremely vulnerable staff and volunteers are able to return to work following the period of shielding. Measures are in place to keep the staff member or volunteer safe whilst on the school site.</p> <p>A risk assessment has been completed for identified vulnerable staff- and is reviewed monthly</p> <p>The Headteacher has held discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</p> <p>Any requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety will be considered and staff can adjust their working hours.</p> <p>The Headteacher has ensured that the school can be adequately and safely staffed.</p> <p>The SLT have discussed the implications on staff and</p> |

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| | | <p>pupil workload when the school opens fully and puts a plan in place to minimise the risk of stress.</p> <p>Pupils who are new to the school, are provided with the appropriate support.</p> <p>SLT and the SENDCO will identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>Teachers and the SENDCO work together to ensure pupils with SEND are prepared for changes to their routine.</p> <p>Provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</p> <p>The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</p> <p>Flu immunisations October 2020 – this will take place in school in October a risk assessment has been completed and is available from the school office. The LA have confirmed that flu jabs will be available to staff this term – awaiting further information.</p> |
| <p>Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>DFE have confirmed that there will be tests sent to school for those parents who will struggle to get a test (September 2020) Further guidance can be found of the DFE Website.</p> <ul style="list-style-type: none"> The tests were received 1 September 2020 and further tests will be ordered to prepare for possible future needs. HT has received and read information at to |

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| | | <p>how to distribute the tests, when and who to. Information kept in HT office. Test kept in school safe at room temperature.</p> <ul style="list-style-type: none"> 99.9% of staff have undertaken the testing programme and records are kept |
| <p>Have procedures been put in place for attendance?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</p> <p>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</p> <p>Daily absence sheet completed</p> <p>The Family Support worker and EWO works with vulnerable families and those who have issues regarding attendance.</p> <p>In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</p> <p>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</p> <p>Where a pupil is unable to attend school due to their parents/carers following clinical and/or public health advice, their non-attendance is not penalised.</p> <p>Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</p> <p>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</p> <p>Attendance Officer & Family support worker will</p> |

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| | <p>contact or visit homes</p> <p>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</p> <p>Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before returning to school..</p> <p>Attendance</p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:</p> <ul style="list-style-type: none"> they have had symptoms or a positive test result themselves they live with someone that has symptoms or has tested positive and are a household contact they are a close contact of someone who has coronavirus (COVID-19) <p>Pupils who remain in the clinically extremely vulnerable group</p> <p>The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</p> <p>The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. This will only</p> |
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| | | <p>apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <p>Attendance will still be monitored from January 2021 families will be visited if the parents/carers are keeping their children absent due to parents/carers keeping them at home when we are not in lockdown</p> <p>Attendance is mandatory and will monitored from 8 March 2021 – in conjunction with the Education Welfare Service</p> |
| <p>Is the provision for wrap around care been addressed?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • Procedures are in place for Breakfast club and these have been shared with the breakfast club staff. • Children attending breakfast club will be in their class bubbles. • There will be no after school clubs for the first part |

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| | | <p>of the Autumn term. This will be reviewed.</p> <ul style="list-style-type: none"> • There will be no outside visitors for music or Spanish or sports for the first part of the Autumn term. • Staffing for breakfast club has been reviewed and breakfast club is running smoothly. |
| <p>Has the school updated their behaviour policy and is a copy on the school website?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • The school's Behaviour Policy sets out behaviour expectations for pupils. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately. |
| <p>Educational Visits</p> | | <p>Educational visits</p> <p>Domestic (UK) overnight educational visits We continue to advise against domestic (UK) overnight educational visits. The department recognises the enormous benefits overnight residential educational visits can provide for children. This advice will therefore be reviewed and updated again in February 2021.</p> <p>Non-overnight domestic educational visits Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures, such as keeping children within their consistent group and any coronavirus (COVID-19) secure measures on transport and at the destination. Schools should consult the health and safety guidance</p> |

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| | | on educational visits when considering visits and make sure that the appropriate insurance arrangements are in place. |
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Please transfer any negative answers onto the below Proforma to create your action plan

Risk Assessment Proforma

| School: St. Gerard's Catholic Primary & Nursery School | | | Assessment Date: July, September, October, November, December 2020, January 2021, February 2021 | | | |
|---|-------------|--|--|---|----------|-----------------|
| Assessor: | | | Review Date: September, October, November, December 2020, January 2021, February 2021, March 2021, April 21 | | | |
| HAZARDS | NO. AT RISK | EXISTING CONTROLS | RISK LEVEL | ACTION REQUIRED | DATE DUE | SIGNED OFF/DATE |
| Fire Evacuation Practice (reviewed) | All | Fire evacuation practice will take place every month | High | Practice with social distancing measure where practicable | ongoing | |
| Bomb and lockdown practice | All | Follow lock down and bomb procedures | High | Practice with social distancing measure where practicable | ongoing | |
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Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

| Score | Rating | Actions Required |
|-----------------|---------------|--|
| 1 | Insignificant | No action required and no records needed |
| 2 – 3 | Low | No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained. |
| 4 | Medium | Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible. |
| 6 | Medium | Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken. |
| 6 – If Fatality | High | Work should not be started or continued. |
| 9 | High | Work should not be started or continued. |

| | | Consequence | | |
|------------|--------------|-------------|--------------------|--------------|
| | | Minor (1) | Serious Injury (2) | Fatality (3) |
| Likelihood | Unlikely (1) | 1 | 2 | 3 |
| | Possible (2) | 2 | 4 | 6 |
| | Probable (3) | 3 | 6 | 9 |

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| | Low |
| | Medium |
| | High |

Version control and Change History

| Version Control | Date Released | Date Effective | Amendment | Officer |
|-----------------|---------------|----------------|------------------|---------|
| 1 | July 2020 | July 2020 | Document created | LPR |
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