

COVID 19 Risk Assessment – September 2020



School:	St. Gerard's Catholic Primary & Nursery School
Assessor:	Karl Landrum (Headteacher), Jane Gilbert (Health & Safety), Graham Webb (Site Manager)
Date:	July 2020
Review Date:	August 2020

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. Introducing enhanced cleaning measures and ensuring these 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. Keep your classroom door and windows open if possible, for air flow.
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.

Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
<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 are not to be taken by other friends/ family members (other than child minders) • A new parent code of conduct with be produced and parents / carer will be asked to sign it in September.
<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 for further children in June; there is a full time cleaner in school throughout the day to clean toilets and areas 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. • 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 each day. • All contact points are cleaned regularly, including taps, toilet flushes, toilet seats, table surfaces, door handles,

		<p>handrails, armrests, light switches etc.</p> <ul style="list-style-type: none"> All areas have bins with lids and are emptied throughout the day. <p>Reception: Malleable resources, such as play dough, will be used children will be given individual pots and clearly labelled with the child's name. 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. 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. Desks are wiped regularly. There are boxes in each area of the school with PPE and cleaning equipment to be used. Any objects the children touch are disinfected once use has finished. Please refer to the cleaning document for further information.</p> <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 to sign to give permission to use it on their children. 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.
<p>Has effective liaison taken place with bus companies/transport 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>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> Parents/carers are encouraged to cycle to school with parents/carers and 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. Parents/carers will be asked to use the main Tesco carpark for drop off and pick up
<p>Are start and finish times staggered to ensure a reduction of</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> 8.45am- 3pm Nursery

<p>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>		<ul style="list-style-type: none"> • 9am-3.10pm Reception 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. <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. • 8.55-3.10 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. • 9.05-3.15pm Year 5 children enter / leave school through small gate. • 9.05-3.15pm Year 6 children enter/ leave school through big gate. • Parents/carers not allowed in school. • All entrances and exits to be sign posted. • Staff will be at entrances/exits to monitor/support. • See September 2020 plans
<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>	<p>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.</p>
<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>	<p>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 See September 2020 plans</p>
<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"> • Start/finish times will be staggered • Staggered playtimes • Staggered lunchtimes and children to play in separate

		<ul style="list-style-type: none"> • One child only allowed to go to toilet at one time • Water bottles to be filled up by TAs at lunch time. • Teachers to escort pupils to playground • Lunches in classroom • Children to stay in classrooms as much as possible. • See September 2020 plans
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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.
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • All furniture has been re-arranged to allow for social distancing. Soft furnishings have been removed and replaced with chairs that can be wiped down easily
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?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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. • 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 • Any contractors must as much as possible visit when the Site Manager is in school. • Any visitors to the school must be risk assessed appropriately. • Headteacher to be informed about all visitors entering the School. • Signing in / out system (touch screen) to be suspended; office to look at another system for this for the time being. • Parents/Carers and Visitors to use school intercom at school gate for any queries to practise social distancing for office staff • All deliveries are to be contactless and not signed for.
If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?	<input type="checkbox"/> <input type="checkbox"/> ✓	
If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?	<input type="checkbox"/> <input type="checkbox"/> ✓	
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	✓ <input type="checkbox"/> <input type="checkbox"/>	

<p>or telephone appointments.</p>		<ul style="list-style-type: none"> This will be communicated to parents / carers via parent app / letters.
<p>Are foyer areas marked for social distancing and displaying relevant signage/posters?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Relevant signs have been displayed all around the school building</p>
<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>	<p>Hand sanitiser is available at every entrance</p> <ul style="list-style-type: none"> All staff are aware of health and safety re use of hand sanitiser. Please refer to the 'Handwashing guidelines document.' 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.
<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> <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. This will be communicated to parents/carers and advice will be given to them in parent code of conduct. A bin is provided at the entrance of the school for pupils and staff to dispose of. There is a hand sanitiser unit next to the bin to be used immediately after removing the face covering. Site manager has been instructed as to how to dispose of these items. Staff have been instructed about the use of and removal of face masks in school. <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>

<p>Has it been clearly communicated?</p> <p>Is handwashing immediately instructed after removing the face covering?</p> <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>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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> <p>See above</p>
<p>Are procedures in place to allow emergency contractors to access the site safely?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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 • Contractors must continue to visit to complete health and safety work. • Contractors to complete a visitors form to support our track and trace procedures. • Hand sanitiser dispenser will be put up in the main foyer and link corridor to be used on entering and exiting the building • Any contractors must as much as possible visit when the Site Manager is in school.
<p>Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Floor markings outside of school gates and on the school playground • Social distancing signs places around the outside of school – all entrances and exits.
<p>Are staff advised to delay departure from school to avoid congestion with parents/pupils?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Staggered drop off and pick up times – see above. • 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 • see September plans
Hygiene/Social Distancing		
<p>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'?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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. • The revised behaviour policy is on the school website.

<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 been implemented 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"> • In September the behaviour policy will be 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. • 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.
<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 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.' • 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 read the risk assessment. • Permission to be sort from parents/carers for the use of the hand sanitiser

<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>	<ul style="list-style-type: none"> EYFS risk assessment and cleaning schedule in place
<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 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>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>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> Staffroom limited to certain 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

<p>Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> • 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.
<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. • 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. • 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. • 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. • 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. • Children within EYFS use the same toilet facilities and

		<p>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.</p> <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
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?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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.
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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.
Are there cleaning schedules in place for all I.T. equipment before and after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Signs have been displayed on lap safes for the use 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.
Do cleaning staff have access to sufficient stocks of	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Site manager monitors the cleaning stock and

<p>cleaning products necessary to carry out relevant cleaning requirements?</p>		<p>replenishes 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.
<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. • 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)
<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>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Reception:</p> <ul style="list-style-type: none"> • Malleable resources, such as play dough, should not be used. • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use, and where possible, children should be discouraged from sharing these. • 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>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.

		<ul style="list-style-type: none"> • Cleaning instructions for I.T equipment have been produced
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 box, bag etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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 can / cannot bring into school. • School will not be sending reading books home or homework books – we will be using online virtual learning and communication for these activities.
Have children been allocated their own personal desk?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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.
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? Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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

<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>	<p>that have been shared.</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>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>✓ <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. • 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. • Midday 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)
<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 been taken out of service with appropriate replacements i.e. Secondary Schools</p> <p>If not appropriate cleaning regimes should be implemented.</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 use. • 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>	<p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	<p>N//A</p>
<p>Are extra cleaning procedures in place for dining hall furniture before and after use?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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.
<p>Are dining room chairs spaced appropriately?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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.

		<ul style="list-style-type: none"> • 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.;
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	✓ <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)
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	✓ <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)
Are break times staggered to allow less children on playgrounds/areas?	✓ <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 playing field. • 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?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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. • 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.
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Contact sports are limited and children are encouraged not to play contact sports at break / lunch

		<p>time.</p> <ul style="list-style-type: none"> 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
<p>Will movement in general be reduced around the school/early year's settings for staff and pupils?</p>	<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. 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
<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. 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.

<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"> • See September 2020 plans • There is a sign at the front of 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 visitor form when entering the school building as part of the track and tracing system. • The code of conduct for parents informs them that they must inform school if a suspected case is confirmed. <p>Staff</p> <p>A member of staff who display symptoms of coronavirus (a high temperature, a new, continuous cough and a loss or change to your 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 will be made by the school for 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</p> <p>Children</p> <ul style="list-style-type: none"> • If a child develops symptoms of the virus they will be taken to wait 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 asked 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
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		<p>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.</p> <ul style="list-style-type: none"> • 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. • 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.
<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 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 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. • 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>

		<p>https://www.youtube.com/watch?v=f6mjabtonG4</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.

		<ul style="list-style-type: none"> • The parent code of conduct informs parents/carers • A coronavirus link is on our school website
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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.
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?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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) • 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.
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?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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. • There is sufficient stock of PPE and this is monitored by the Office Staff and Site Manager. • The cleaners use PPE each day.
Are there sufficient handwashing stations in preparation for the increase in pupil numbers? Does the school hold sufficient stocks of handwashing materials? If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	✓ <input type="checkbox"/> <input type="checkbox"/>	<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. • Hand sanitiser is in every classroom and we have sought permission from parents/carers • School has also purchased child friendly hand cream for children to use if it is needed. Staff also have hand

<p>Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>cream in staff toilets.</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.' • 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 read the risk assessment. • Permission to be sort from parents/carers for the use of the hand sanitiser
<p>Are pupils encouraged to wash hands before and after breaks/lunches?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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. • 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
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 to social distancing where possible? Are incident controllers/fire marshals aware of new procedures?	<input type="checkbox"/> ✓ <input type="checkbox"/>	A fire drill will take place during the first few days in September.
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
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	✓ <input type="checkbox"/> <input type="checkbox"/>	

distancing where possible?		
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
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	<input type="checkbox"/> ✓ <input type="checkbox"/>	Fire doors will not be pinned open at any time whilst the building is in use
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"/>	The water systems are due to be tested w/c 13/07/20 and w/c 10/08/20 by HBE who are appointed by Halton Borough Council
Any other hazards?		

General	Yes / No / N/A	If No, describe issue (or further information to staff)
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> <ol style="list-style-type: none"> Kitchens Dining rooms Halls/gyms Science and DT area? 	✓ <input type="checkbox"/> <input type="checkbox"/>	See cleaning schedule
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. All of the changes and Risk Assessments

<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>	<p><input type="checkbox"/> ✓ <input type="checkbox"/></p>	<p>have been shared with all the governors.</p> <ul style="list-style-type: none"> There are no vulnerable staff identified who will require a specific personal risk assessment.
<p>Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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.
<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>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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
<p>Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<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. All visitors must use hand sanitiser before

		entering and leaving the school building.
Are there sufficient first aiders on site?	✓ <input type="checkbox"/> <input type="checkbox"/>	All staff are first aid trained and all support staff paediatric first aid trained
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"/>	
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures	<input type="checkbox"/> <input type="checkbox"/> ✓	

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.		
Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?	<input type="checkbox"/> <input type="checkbox"/> ✓	
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?	<input type="checkbox"/> <input type="checkbox"/> ✓	
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 1 st August 2020 i.e. flexibility, remote working, alterative roles on school site?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	All staff will have opportunity to self-refer to OH if necessary.
For schools who use volunteers for support roles, is mixing in groups kept to a minimum? Are they instructed to socially distance?	✓ <input type="checkbox"/> <input type="checkbox"/>	

<p>Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?</p> <p>Are relevant communication strategies in place to keep governors informed?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Post will be collected from the school gates Large deliveries will be left on the ramp outside of the school office</p>
<p>Any other hazards?</p>		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	If No, describe issue (Further information to staff)
<p>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?</p> <p>Are these groups considered when pupils are using dedicated school transport?</p> <p>Smaller groups could ultimately lead to less persons being</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	

<p>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> <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> <p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Visitors to complete track and trace form</p> <p>Use the accessibility toilet – arrange for it to be cleaned immediately</p>

Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?	<input type="checkbox"/> ✓ <input type="checkbox"/>	Awaiting supplies from the Local Authority – September 2020
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken? Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority? 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.	✓ <input type="checkbox"/> <input type="checkbox"/>	Guidance given from the Local Authority
Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?	✓ <input type="checkbox"/> <input type="checkbox"/>	Guidance given from the Local Authority
On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?	✓ <input type="checkbox"/> <input type="checkbox"/>	
For individuals or groups of self-isolating pupils are there remote education plans in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	Mrs McCallum has produced a plan for remote learning and use of online learning if necessary.

<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>Mrs McCallum has produced a plan should the school be advised to temporarily close</p>
<p>Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>All staff have had a copy of this updated risk assessment and this was discussed during an INSET session. All staff were given the opportunity to contribute. All staff have agreed to the contents of this risk assessment.</p>

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 2020			
Assessor:			Review Date: August 2020			
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	Sept 20	
Bomb and lockdown practice	All	Follow lock down and bomb procedures	High	Practice with social distancing measure where practicable	Sept 20	

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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

	Low
	Medium
	High

Version control and Change History

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