

## Rakegate Primary School - Covid-19 Risk Assessment

### March 2021



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from 8<sup>th</sup> March 2021 schools should fully reopen school and welcome back all children. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

This Risk Assessment has been developed for dealing with the current Covid-19 situation at Rakegate Primary School. It reflects the procedures within the school's re-opening plan. It has been developed with due regard to the '*considerations*' section detailed at the end of the document and following Government Guidance.

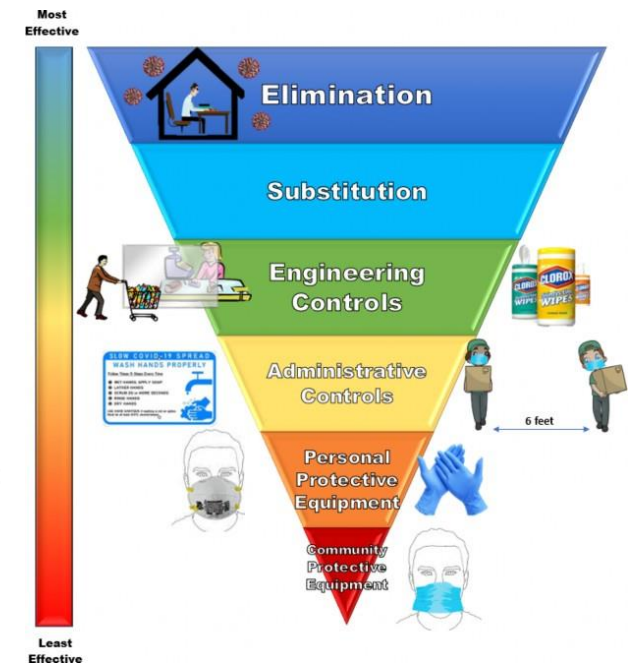
The example measures listed are based on current (as at 24 February 2021) government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



Hazards	Controls Required	Risk Rating L/M/H	Additional Controls and Actions.	Action By who	Action by when	Done
	<b>Promotion of good personal hygiene</b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
Spread of Covid-19 Coronavirus	Hand washing facilities with soap and water (ideally warm water) in place. Stringent hand washing taking place using soap and water (in accordance with this <a href="#">guidance</a> ). Children to wash hands before and after eating dinner. and after using toilets. Hand sanitiser used when children arrive at school and after returning from breaks to avoid queues at the sink.	L	Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Ensure that staff know technique. Staff/children wash hands when moving to another room/ changing groups.	All adults and pupils	September 1 <sup>st</sup> 2020	✓
	Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Posters displayed with visual cues on how to wash hands.	L	SLT to ensure posters located in all teaching and staff rooms and age appropriate audience. (e.g. in toilets and above sinks)	SLT	September 1 <sup>st</sup> 2020	✓
	Teach children hand washing techniques.	L	Ensure that staff know technique.	All staff	September 1 <sup>st</sup> 2020	✓
	Drying of hands with disposable paper towels or hand dryers Lidded bins to be used to dispose of paper towels.	L	Paper towels available in all rooms. Lidded bins available in all rooms	All adults and pupils	September 1 <sup>st</sup> 2020	✓
	PPE required if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely	M	If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn ( <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> ). 1 <sup>st</sup> Aiders to replenish PPE & first aid boxes weekly. At first aid points and in classrooms. Keep record of PPE and 1 <sup>st</sup> Aid replenishment.	Site Manager  Designated staff replenish weekly.	September 1 <sup>st</sup> 2020	✓

Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in each bubble and rooms used by staff.	L	Sanitisers available in all allocated rooms and at main entrance point into the building.	Site manager	September 1 <sup>st</sup> 2020	✓
Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	L	Wash hands after sneezing and coughing.	All staff	September 1 <sup>st</sup> 2020	✓
Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	L	Tissues available in all bubbles, office and staffrooms.	Site Manager	September 1 <sup>st</sup> 2020	✓
Appropriate receptacles for disposal of tissues which are emptied and cleaned throughout the day.	L	SLT identify locations All staff informed of locations	Cleaners and Caretakers	September 1 <sup>st</sup> 2020	✓
Pupils do not share cutlery, cups or food.	L	Children supervised in dining room/classrooms	Bubble assigned staff Lunchtime supervisors	September 1 <sup>st</sup> 2020	✓
Parents informed by letter of hygiene expectations and to advise to discuss with their children.	L	Letter to all parents to provide updates as and when relevant. Displayed on website.	Headteacher	September 1 <sup>st</sup> 2020	✓
Parents informed by letter that children are to wash their hands for 20 seconds before coming to school and when they get home.	L	Letter to all parents to provide updates as and when relevant. Displayed on website.	Headteacher	September 1 <sup>st</sup> 2020	✓
Areas are kept well ventilated using natural ventilation where possible.  Air-conditioning not to be used.	L	Bubble assigned staff open windows and adjust accordingly dependent on outside temperature. Site manager check all closed at end of day.	Headteacher	September 1 <sup>st</sup> 2020	✓
Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival, dispose of/store the covering, and wash their hands again before going to their classroom. Pupils wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use.	L	Everyone will be made aware that they must not touch the front of the covering during use or removal. Disposable face coverings will be disposed of in a covered bin.	Staff on gate duty	March 8 <sup>th</sup> 2021	✓
<b><u>Cleaning</u></b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					

	Pupils sit at same desk each day which is thoroughly cleaned throughout day by staff and end of day by cleaners. (N/A to Nursery, Reception and Year 1) If children work in another room, ensure they are allocated the same desk each session, (groups for HT/JW/NK) For smaller intervention groups, clean tables after each session. Children to take their resource packs with them.	L	Furniture to be readjusted. Seating plan to be created. SLT to assign specific rooms to be used for group and intervention teaching.	All staff	September 1 <sup>st</sup> 2020	✓
	Cleaners are employed by the school. Carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	L	Site manager to plan cleaning jobs for all cleaners. Additional cleaning of toilets, kitchen area in staffroom and emptying of bins during the school day.	Site manager	September 1 <sup>st</sup> 2020  November 3 <sup>rd</sup> 2020	✓
	Meet with cleaners to review cleaning arrangement and make any necessary changes.	L	Site manager to meet with cleaners - identify areas to be used and additional deep clean requirements.	Site manager	September 1 <sup>st</sup> 2020	✓
	Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bins, light switches, reception area / sign in tablets using appropriate cleaning products and methods. Put in place 'clean as you use systems' for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements.	L	All staff issued with spray bottle and cloth to use if they wish. Core responsibility for cleaning remains that of cleaners. Signs around the workplace stating what needs cleaning. Staff vacate rooms at end of day to enable to take place.	All staff	September 1 <sup>st</sup> 2020	✓
	Rigorous checks to be carried out by SLT to ensure that the necessary procedures are being followed.	L	SLT allocated zones to check. Senior Leaders ensure their allocated staff are adhering to risk assessment procedures	Headteacher	September 1 <sup>st</sup> 2020	✓
	All cutlery and cups are thoroughly cleaned before and after use.	L	Pupils bring a bottle of water from home each day. Water and plastic cups otherwise in bubble rooms. In dining room, water poured by lunchtime supervisors, children not to touch water jugs.	All staff  Shires	September 1 <sup>st</sup> 2020	✓

<b><u>Social Distancing</u></b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).	L	Letter to parents. Signage on gates and at main entrance. All enquiries by email and phone.	Headteacher, office staff, SLT	September 1 <sup>st</sup> 2020	✓
Implementation of social distancing – i.e. reducing the number of adults in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	L	Staff areas to be assigned maximum occupancies Floor markings in kitchen area of staffroom	Site manager SLT	September 1 <sup>st</sup> 2020 November 3 <sup>rd</sup> 2020	✓
Bubbles are based around a year group/office. Staff and children to maintain 2m distance where possible. Staff to wear PPE when not possible.	L	Plan in place for bubbles groups. Staff not to enter any rooms not part of their bubble.	Senior Leaders	September 1 <sup>st</sup> 2020	✓
Cohorts are kept together and where ever possible different cohorts are not mixed.	L	SLT to communicate to staff	SLT	September 1 <sup>st</sup> 2020	✓
For Breakfast and Afterschool club, year group bubbles assigned a station in the room and do not mix with children from other stations or share resources.	L	Maximum of 15 pupils. Booked in advance to allow staff to plan stations/resources. Room cleaned after each use.			
Where possible, teachers/staff members are assigned to a year group/office bubble and stay with the same bubble throughout the day. Where staff need to move between classes and year groups they should try and keep their distance from pupils and other staff.	L	Headteacher to communicate to staff which bubble they are assigned to. Staff not to enter another classroom/office bubble unless they are working in there. EHCP/PHP children have additional risk assessments	Headteacher SEND lead All staff	September 1 <sup>st</sup> 2020	✓
Desks should be arranged so that children are seated side by side and facing forwards	L	Site manager to remove any unnecessary furniture.	Site manager and bubble staff	September 1 <sup>st</sup> 2020	✓
Year groups should be kept apart, no school assemblies or large gatherings.	L	Timetabling ensures no busy corridors, entrances and exits.	All staff	September 1 <sup>st</sup> 2020	✓

Extra-curricular clubs, will be for specific year group bubbles. Clubs assigned specific area on the playground/field so children will not mix with children from other bubbles.  (Start Summer Term – one outdoor multi-sports club offered to Years 1 – 6)	L	Maximum of 20 pupils per club, same children for the term. Shared resources to be cleaned after each use. Club to take place on PE days so no additional resources need to be brought from home	SLT JG LB-W BT	April 19 <sup>th</sup> 2021	✓
Where possible, staff use same work areas/break areas throughout the day with thorough cleaning of rooms at end of day. Where staff move between groups/rooms, ensure area is cleaned before they leave.	L	Teachers/TAs to use designated areas for breaktimes, lunchtimes and PPA. Staff not sharing any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including snacks should be taken home at the end of the working day.	All staff	September 1 <sup>st</sup> 2020  December 4 <sup>th</sup> 2020  March 8 <sup>th</sup> 2021	✓
Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering in any place.	L	See bottom section for timings of break and lunch times.	All staff	September 1 <sup>st</sup> 2020	✓
Flexible start of day and staggered end of day to minimise the number of people on site. Children arrive between 8.30 – 8.50am, dropped at designated gates. Reception, Years 1, 3 and 5 finish at 3.00pm, Years 2, 4 and 6 finish at 3.10pm. Nursery finish 3.10 - 3.20pm, collected from external Nursery door. Reception and KS1 collected from classroom fire doors. KS2 Children collected from designated gates	L	Parents socially distance queue at doors/gates. Follow pedestrian one way entrance and exit system. Parents encouraged to wear face masks on school site. Only one parent on site to collect a child. SLT and site manager monitor entrance/exit gates at the start and end of day	SLT Parents	September 1 <sup>st</sup> 2020	✓
Staff reminded daily of the importance of social distancing both in the workplace and outside of it.	L	Signage around the school  Regular reminders sent out by Headteacher.	SLT All staff	September 1 <sup>st</sup> 2020	✓

	Review of work schedules including start & finish times.	L	Where possible, staff not to arrive on site before 7.30am and leave site by 4:30pm.	SLT	September 1 <sup>st</sup> 2020	✓
	Redesigning processes / rooms and resources to ensure social distancing in place. All children to have own resource packs	L	Where possible, resources are not shared between bubbles, if they are they need to be cleaned after use or left unused for at least 48 hours. (72 hours for plastics)	SLT	September 1 <sup>st</sup> 2020	✓
	Where necessary, conference calls, emails/Teams to be used instead of face to face meetings and	L	To be undertake through Teams	SLT	September 1 <sup>st</sup> 2020	✓
	Social distancing to be adhered to in all areas of the school.	L	Staggered breaktimes. Staff to have separate rest areas. Limited use of Staff Room. Face masks to be worn when arriving/leaving school, in all communal areas, corridors and when speaking to parents. A supply of spare face coverings will be kept for any staff member or visitor who arrive without one or has one that's unsafe to wear.	SLT All Staff	September 1 <sup>st</sup> 2020  December 4 <sup>th</sup> 2020  January 25 <sup>th</sup> 2021  March 8 <sup>th</sup> 2021	✓
	Pupils encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible. Bike sheds accessible via the one way system. Parents unable to use these methods of travel to and from school will be referred to <a href="#">government guidance</a> around using public transport  Staff without use of a personal vehicle and/or unable to walk to school will be referred to <a href="#">government guidance</a> around using public transport.	L	Staff informed that car sharing should be avoided but if it's not possible then it will be documented by SLT (on individual risk assessments) to reflect that a conversation has been had with the staff member and that they are ensuring to take the following precautions: <ul style="list-style-type: none"> <li>• Travel with windows open.</li> <li>• Wear face coverings for the entire journey.</li> <li>• The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their</li> </ul>	SLT All Staff	March 8 <sup>th</sup> 2021	✓





	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, lack of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	L	SLT at briefing 1st September Regular Microsoft Teams/email updates.	SLT Business Manager.	September 1 <sup>st</sup> 2020	✓
	If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	M	Use Roundroom and Disabled toilets opposite 5JG  Staff wear PPE equipment if a 2 metre distance cannot be maintained. Wash hands after.	Bubble Assigned staff, support member of staff supervise unwell child.	September 1 <sup>st</sup> 2020	✓
	If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.	M	Use Roundroom or go home immediately and entrance toilet. Entrance toilet for staff Disabled toilet for children	Bubble Assigned staff	September 1 <sup>st</sup> 2020	✓
	Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.	M	Cleaners to deep clean.	Cleaners	September 1 <sup>st</sup> 2020	✓
	If a member of staff becomes symptomatic SLT maintains regular remote contact with during this time.	M	Use Teams	SLT	September 1 <sup>st</sup> 2020	✓
	If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	M	Senior Leaders in consultation with Headteacher. Engage with NHS Test and Trace Process	SLT	September 1 <sup>st</sup> 2020	✓
<b><u>Lateral Flow Testing</u></b> Who affected: Staff, Cleaners, Regular visitors/contractors to premises.						
	Staff receiving Lateral Flow Tests  School staff will be given tests to complete at home twice weekly and to be carried out prior to coming to school. Anyone with a positive result will need to inform the school, take a confirmatory PCR test and follow the self-isolation guidelines (currently 10 days)	L	Staff to report result (positive, negative or void) to Government: <a href="https://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or ring 119 and also inform school Covid Co-ordinator and Registration Assistant co-ordinate:	SLT	January 25 <sup>th</sup> 2021	✓

	Concerns or issues regarding testing and Covid  School can raise questions and should report concerns or issues via DFE Coronavirus helpline 0800468687 or a rapidtesting.schools@education.gov.uk		storage, distribution and re-ordering of test kits. Collate results twice weekly			
	<b><u>Controlling other users of building</u></b> Who affected: Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
	The school will contact every user and inform them of usage expectations:  Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.	L	In addition to standard expectations, users will agree (before entry to school) to follow school Covid-19 Risk Assessment and adhere to school protocols. (site induction form)	SLT  Site Manager	September 1 <sup>st</sup> 2020	✓
	Compulsory handwashing / use of sanitiser after entering and leaving school.	L	Hand sanitiser located in main reception area.	All visitors	September 1 <sup>st</sup> 2020	✓
	All visitors to wear face masks when entering the building and in communal areas. A supply of spare face coverings will be kept for any visitor who arrives without one or has one that's unsafe to wear. Everyone will be made aware that they must not touch the front of the covering during use or removal.	L	Visitors may remove masks when in a meeting room as long as social distancing is observed. Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.	All visitors	October 1 <sup>st</sup> 2020  March 8 <sup>th</sup> 2021	✓
	Restrictions or suspensions of building usage	L	Outside agencies and visitors strictly limited. Risk to be assessed at point of requested entry. Site Induction form	SLT	September 1 <sup>st</sup> 2020	✓
	<b><u>Emergency procedures</u></b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					

	All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. New contact form sent out 1 <sup>st</sup> September – include requesting email address for future contacts	L	Completed by office staff SLT to remind of duty to inform school of changes.	Office staff SLT	September 1 <sup>st</sup> 2020	✓
	Pupils' parents are contacted as soon as practicable in the event of an emergency	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 <sup>st</sup> 2020	✓
	Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 <sup>st</sup> 2020	✓
	The school has an up-to-date Medical Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	L	Medical policy updated within last 6 months. Update required in the light of Corona Virus.	SLT	September 1 <sup>st</sup> 2020	✓
	When undertaking close contact 1 <sup>st</sup> Aid, restraining a child or Intimate care staff wear gloves, an apron and face mask. Nappies and wipes should be double-bagged and placed into a lidded bin. Staff must wash hands once PPE is removed and disposed of.	M	PPE is available in every bubble and at 1 <sup>st</sup> Aid points. PPE and 1 <sup>st</sup> aid boxes are replenished weekly by 1 <sup>st</sup> Aiders.	All staff  1 <sup>st</sup> aiders set up resources and replenish	September 1 <sup>st</sup> 2020	✓
<p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><b>Note:</b> Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>						

Teacher / staff shortage	Individual risk assessments undertaken for all staff. Any staff who were RAG rated as amber to be reassessed from 1 <sup>st</sup> September	L	SLT to apply any additional controls where necessary	SLT	September 1 <sup>st</sup> 2020	✓
	School monitors daily any staff absence.	L	If there are any shortages of teachers, then cover internally or use a supply/cover teacher.	Headteacher	September 1 <sup>st</sup> 2020	✓

			In absence of site manager, relief site manager contacted.			
	Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.	M	Bubbles assigned staff inform SLT is any pupils display symptoms and move to roundroom	All staff	September 1 <sup>st</sup> 2020	✓
	Daily report to the HT on number of absences and symptoms.	M	Completed by 3:30 each day. Record kept in 'school return' file	Business Manager	September 1 <sup>st</sup> 2020	✓
	Weekly summary data for each class to HT.	M	Completed each Friday	Business manager	September 1 <sup>st</sup> 2020	✓
	Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.	M	List kept in School Return folder and updated. Contact staff for updates when required. Staff can have test and return quicker if they test negative.	Business Manager Headteacher	September 1 <sup>st</sup> 2020	✓
Individuals vulnerable to serious infection coming into school	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> <li>Where possible, maintaining 2 metre distance from others</li> <li>Avoiding close face-to-face contact and minimising time spent within 1 metre of others</li> </ul> <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p>	M	<p><b>Clinically extremely vulnerable staff</b> – staff who are shielding should continue to stay at home, even if they've received the vaccine</p> <p><b>Clinically vulnerable staff</b> – can come into school if they can't work from home. If in school, they <b>must</b> follow the protective measures you have in place</p> <p><b>Staff who may be otherwise at increased risk of coronavirus</b> – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if</p>	Headteacher All staff	March 8 <sup>th</sup> 2021	✓

	We will follow the <a href="#">government guidance for pregnant employees</a> . Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.		they can't work from home. Consider updating individual risk assessments to help with this. For other staff, there have been no changes to the arrangements previously in place but we've taken the opportunity to add a reference to the <a href="#">government guidance for pregnant employees</a> .			
Impact on physical and mental health	SLT will offer support to staff who are affected by Coronavirus or has a family member affected.	L	Use established school structures: Contact SLT and use bought professional services.	SLT	September 1 <sup>st</sup> 2020	✓
	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	L	Use of bought in services and staff CP Staff to receive half day each term for wellbeing.	SLT	September 1 <sup>st</sup> 2020	✓
	Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	L	Use of bought in services and staff CPD	SLT	September 1 <sup>st</sup> 2020	✓

### Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible – **use classroom fire doors to enter and exit the classroom: at the beginning and end of day, at break and lunch times and for outdoor learning/lessons.**
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors – **all staff, children and visitors keep to the left side of the corridor at all times. Children escorted by a member of staff at all times when in the corridors.**
- staggering breaks to ensure that any outdoor spaces and toilets have a limited number of pupils using them at any time – **Years 1, 2, 3 and 5 playtime 10.30 – 10.45am, Years 4 and 6 playtime 10.45 – 11.00am. (Use designated area on playground so year group bubbles do not mix)**
- staggering lunch breaks - **Children wash their hands before and after eating and enter the dining room in their year group bubbles. Bubbles kept apart in the dining room and tables cleaned between each bubble. Year 5 and 6 children eat in own classrooms – hot dinners collected from hall servery. Reception lunch 11.30am, Year 1 lunch 11.45am, Year 2 lunch 12.00pm, Year 3 & Year 4 lunch 12.20pm, Years 5 & 6 lunch 12.30pm. Years 4 have playtime from**

12.20pm – 12.40pm lunch in hall at 12.45pm. Year 6 have playtime from 12.30pm – 12.50pm, collect lunch at 12.55pm. (Use designated area on playground so year group bubbles do not mix)

- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. EYFS/KS1 children escorted to the toilets. KS2 wait outside the toilet and enter when empty.
- noting that some children and young people will need additional support to follow these measures – Additional Risk Assessments for all EHCP children, PEEPS in place for specific children, Positive Handling Plans in place for specific children.

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.

For shared rooms:

- use hall and internal and external sports facilities for lunch and exercise. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms to limit occupancy. Additional staffrooms created.

Reduce the use of shared resources:

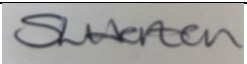
- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. Staff do not take home children's books to mark. Children take home a reading book and keep at home for 4 days, returned and quarantined for 3 days in school and then new books sent home. All letters sent out digitally through Marvellous ME, Facebook, Twitter and posted on the school website. Only letters requiring written consent will be sent out as a paper copy.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Cleaned after each session – children have their own individual resource pack.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)). Cleaned after each session.

**Additional considerations:**

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team and LA immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.

- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

	Name	Position	Signature	Date	Review Date
Risk Assessor	Sarah Horton	Headteacher		06-07-20	Reviews completed: 11.10.2020 03.11.2020 07.12.2020 03.03.2021