

Risk Assessment

Establishment: Holbeach Primary School



Activity: SCHOOL WIDER OPENING – DURING PANDEMIC – SEPTEMBER 2020

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Risk / Hazard <i>(List of significant hazards which may result in serious harm or affect several people.)</i>	Existing Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Risk Level - Before (H / M / L)	Any Further Action <i>(List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.)</i>	By whom and when	New Risk Level (H / M / L)
<p>1. Contracting Corona Virus How: Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> All school staff have been informed that they can book a test at any time as key workers. (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) All parents / carers have been informed how to book a test if they are experiencing any of the key symptoms. A staggered Drop Off / Collection Procedure is in place with different bubbles starting and ending the school day at different times to reduce the number of people in the playground at any one time. A one-way system has been implemented in the playground so that parents / carers will not be able to stand and wait to drop off / collect. Social distancing markers and signage have been placed on floors / areas where pupils / staff / parents line up. A large A3 Poster is displayed on all entrances where Parents and Carers drop off / collect, reminding them of key symptoms and that that they should not come to the school if they or members of the household are displaying any 	M	<ul style="list-style-type: none"> Several Letters and emails sent to all Parents/Carers detailing all of the new arrangements for school opening September 2020 Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings and encourage them to walk to the school / cycle where possible During INSET (before opening), all staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines A negative COVID test result will need to be shown to the head teacher before a staff member or pupil may return to school after displaying symptoms 	HT	M

	<p>symptoms of the virus. Posters also remind people of the need to social distance</p> <ul style="list-style-type: none"> • No visitors permitted to enter the school without prior permission from Senior Leadership Team (SLT) • Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors • A protective screen has been installed at the Reception Area to protect office admin staff. 		<p>(unless the self-isolation period of 10 days is completed).</p> <ul style="list-style-type: none"> • Updated procedure for a Pupil that displays symptoms of the virus in place. • Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed. • Risk assessment undertaken for parents / carers coming on site to settle Reception pupils <ul style="list-style-type: none"> • See <u>"Bubble" RA</u> • See <u>Updated Social Distancing RA</u> • See <u>Updated Office RA</u> 		
<p><u>2.</u> <u>Contracting Corona Virus</u> How: Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors / visitors and delivery persons (packages)</p>	<ul style="list-style-type: none"> • See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works. • Packages are left unopened for a minimum of 24 hours and stored in foyer of main reception office. • A protective screen has been installed at the Reception Area to protect office admin staff. • Staff have access to PPE to open the packages and empty the contents. • Sanitiser is available for all staff 	M	<ul style="list-style-type: none"> • Deliveries drivers not permitted to enter the school building and items should be dropped in foyer of main reception office. • Cleaning regime in place of all common parts and reception area. • Staff not permitted to order personal items to be delivered to the school until further notice. • Visitors guidance sent to all persons that have booked and appointment to visit the school. • Visitors guidance issued by Reception staff to visitors that come to the school without an appointment. <ul style="list-style-type: none"> • See <u>Updated Contractors RA</u> • See <u>Visitors Guidance</u> 	HT, AHT & PM	L
<p><u>3.</u> <u>Contracting Corona Virus</u> How: Staff / Pupils (within the "bubble") being exposed to the virus due to lack of social distancing from children / adults</p>	<ul style="list-style-type: none"> • Staff encourage pupils to wash their hands regularly – particularly before and after breaks. • Staff supervise and assist pupils washing their hands to ensure it is effective. • Staff ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands. 	M	<ul style="list-style-type: none"> • New "Bubbles" groups have been determined by the Head Teacher taking factors such as numbers / staff available / resources / timetables / rota's / SEN pupils etc. • New toilet cleaning regime implemented as guidance now changed 	HT, AHT & Class Teachers	M

<p>and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<ul style="list-style-type: none"> • School staff have access to handwashing facilities and antibacterial hand sanitiser. • Staff reminded of the importance to maintain a robust hand washing / sanitising regime. • Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light switches etc and toilets and update checklist. • Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side. • Staff instructed to wash their hands immediately after sharing resources with pupils. • Staff encourage pupils not to touch their faces and plan hygiene awareness sessions (age appropriate) • All soft furnishings and toys removed from the classroom as they cannot be suitably sanitised. 		<p>to allow “bubble” groups to share facilities.</p> <ul style="list-style-type: none"> • Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with suspected Corona Virus Procedure</u> • KS2 Classrooms (and KS1 classrooms where possible) have their desks arranged to be forward facing and excess furniture removed to free up space, to enhance social distancing space. • Intervention group spaces will be used by pupils within the bubble only (where possible) • All areas will be well ventilated, and sizes restricted to ensure space to social distance. • Resources within the “bubble” will be cleaned and sanitised frequently. • All equipment shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. • Any resources / books taken home by pupils will be either cleaned and sanitised or stored (and out of reach) for 72 hours on return. • Pupils to bring in their own water bottles and refill them from classroom fresh water provision. • KS2 bubbles (and KS1 bubbles where possible) will be issued with their own stationery packs. • EYFS resources sanitised/washed by the staff within the bubble at the end of each day in a sterilising solution and left to dry. 		
<p>4. Contracting Corona Virus How:</p>	<ul style="list-style-type: none"> • Staggered Drop off / pick up procedure in place. • Staggered breaks and lunch time rota in place. • Designated entry/exit points identified to reduce risk of bubbles coming in to contact with each other. 	M	<ul style="list-style-type: none"> • Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime. 	HT. AHT & PM	M

<p>Children being exposed to the virus due to lack of social distancing from other children / staff (OUTSIDE THEIR BUBBLE) or touching a surface/resource where the virus is present</p>	<ul style="list-style-type: none"> • Staff to supervise children travelling to and from the toilets to ensure they do not come in contact with children from another “bubble” • Staff to only allow one child at a time to go to the toilet. • Premises staff to follow an increased cleaning regime – particularly surfaces, door handles and toilets / taps as guidance now allows “bubbles” to share toilets – see “Bubble” checklist. 	<ul style="list-style-type: none"> • Updated procedure for a Pupil that displays symptoms of the virus in place. • Pupils attending breakfast and after school clubs will be kept in their class / year group bubbles (where possible) • All resources shared with “bubbles” are cleaned at the end of the session or taken out of use for a minimum of 72 hours. • If Intervention group spaces are used by different bubbles – they will be sanitised between use and resources removed and stored for 72 hours. • The group intervention spaces will be well ventilated, and sizes restricted to ensure space to social distance. • Staff moving between “bubbles” to have their own sets of pens etc. • Whole school and Key Stage assemblies cancelled until further notice. Consideration given to “bubble” assemblies. • A list will be maintained by AHT – that will detail any pupils leaving or joining other “bubbles” during the school day (breakfast / afterschool / music) • Designated route(s) to the classroom has been implemented to reduce the risk of bubble groups coming into contact with each other. • Head Teacher / SLT to organise the new “Bubble” groups (Sept 20) to try and ensure the school staff and pupils are consistent within the bubbles and not change where possible. • New rota’s in place for staggered breaks / lunch and outside play – Sept 20. • Staff reminded during induction session that if they have to move between groups / bubbles they should maintain an appropriate distance from pupils and 	
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<p>5. Contracting Corona Virus How: Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming into contact with the virus on contaminated surfaces and equipment.</p>	<ul style="list-style-type: none"> • Socially distanced, designated seating arrangements have been set up in each staff room. • Signage displayed in the staffroom reminding staff to sanitise all contact areas after use. • Cleaning and sanitising chemicals available for use. • Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes. • Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes. • Staggered and separated entry into the school for staff in the mornings. • Staff have their own stationery (pens etc) 	M	<ul style="list-style-type: none"> • Create a staff booklet that: <ul style="list-style-type: none"> ○ Instructs all staff to wear a face covering inside staff room (unless eating in a socially distanced seat. ○ Provides guidance about travelling on public transport and the requirement for face coverings and masks. ○ Advises staff to remove clothing on their return home and shower. ○ Advises staff to wash or sanitise hands after touching resources that have been used by pupils in their “bubble” • Staff to ensure they do not mix with staff from other bubbles. • Staff provided with PPE if they are unable to socially distance. • Hold staff meetings virtually or in bubbles. • Introduce a staff room rota system. 	HT	M
<p>6. Contracting Corona Virus How: Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<ul style="list-style-type: none"> • Full clean undertaken by School Cleaners every morning or evening • Premises Staff complete additional cleaning of key ‘pinch points’ (e.g. toilets, staffrooms) during the school day. • Premises a staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas • Bubble Staff regularly sanitise the bubble classroom during the day. • Hand washing and sanitising stations available around the school and at Reception. 	M	<ul style="list-style-type: none"> • Premises Manager to ensure there are adequate staff available for increased the cleaning regimes (September 20 – increased numbers) • Toilet cleaning regime reviewed and implemented as “bubble” groups allowed to share toilets. • The main reception desk and Sign in Equipment is cleaned and sanitised regularly by staff. • Office risk assessment in place which covers deliveries. • Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc. 	HT AHT PM	M

			<ul style="list-style-type: none"> • Guidance issued to all Contractors which details the cleaning and sanitising regimes within the school. • Visitors guidance issued prior to any person coming on site. • Additional hand washing station installed in place of the KS2 water fountains. 		
<p>7. <u>Lunchtimes</u> How: Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>	<ul style="list-style-type: none"> • Staggered and separated lunch time rota in place for dining hall and lunchtime play. • Supervising lunchtime staff to ensure pupils do not share drinking / eating utensils or food. • Parents/ Carers instructed to provide individual drinking bottles for their child. • School staff to wear PPE if required. 	M	<ul style="list-style-type: none"> • One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”. • Packed lunch and school dinner pupils sit together in their class “bubble” – no separate tables • Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles“ are kept apart by at least 2m. • Staff to clean and sanitise the tables, stools, chairs and contact points after use by each “bubble”. • Open bins available in the dining hall for pupils to dispose of any food / equipment easily. • Any child with a SEND who requires assistance at mealtimes will have an individual risk assessment completed or be assigned to a lunch time support club. 		M
<p>8. Waste How: No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus. No identified storage area for contaminated waste. No PPE available</p>	<ul style="list-style-type: none"> • School Waste Procedure in place. • Collection of waste from classrooms / areas timetable in place. • PPE available for all staff who are handling waste 	M	<ul style="list-style-type: none"> • All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus. • The toilet nearest to the Medical Room has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test. • Lidded bins available in all classrooms 	HT & PM	L

<p>9. Equipment How: Existing school equipment causing an increase to the risk of exposure and transmission of the virus.</p>	<ul style="list-style-type: none"> • Paper towels are provided in each toilet as an alternative to the Hand Driers • Bins – replaced with lidded bins • Water fountains disconnected 	L	<ul style="list-style-type: none"> • Additional lidded bins ordered for September opening. • Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing. • Additional hand washing station installed in place of the KS2 water fountains. 		L
<p>10. Educational Visits How: Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.</p>	<ul style="list-style-type: none"> • Educational Visits are postponed for the Autumn Term at least. 	L	<ul style="list-style-type: none"> • Local outdoor visits may be considered to a local park or green space once a risk assessment has been undertaken 		L
<p>11. Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus.</p> <p>Parents / carers not aware of any reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>	<ul style="list-style-type: none"> • School to inform parents / carers about the measures that they are taking and how they can help. • Staff issued with advice and the schools' arrangements for September 2020 • Trade Union and Staff Reps to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections. 	M	<ul style="list-style-type: none"> • School Leadership Team fully aware of the NHS "Test, Track & Trace" process. • Regular letters and emails sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 • School Website to be updated to include full opening details. • School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government. • School procedure in place to update parents / carers of any persons (within the school setting) that has had a positive test for the virus confirmed. • Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school. • All school staff inducted about the new arrangements / risk assessments / procedures during the September INSET days • School staff will be notified immediately by the Head Teacher on any changes in 		

			<p>Government advice about Coronavirus and any new measures.</p> <ul style="list-style-type: none"> • Facility time permitted for Trade Union and Staff reps to meet with SLT to discuss any health and safety concerns. • All planned visitors to the school will be sent a guidance document prior to the visit to inform them of all the Schools arrangements and expectations (See Visitors Guidance). 		
<p>12. First Aid / Intimate Care How: No first aid provision. Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents</p>	<ul style="list-style-type: none"> • Bubble checklist in each class giving information of the First Aiders / kit. • Bubble checklist in each class giving information of any pupils with Intimate Care Plans. • First Aid Procedure in place. • Intimate Care Procedure in place. • PPE Policy in place. • Adequate amounts of PPE available for school staff. • System in place for AHT to replenish stocks of PPE • Cleaning regime in place – after first aid procedures / intimate care. • Waste procedure in place for the disposal of all clinical / contaminated waste. 	M	<ul style="list-style-type: none"> • Parents / carers now sent a text after a pupil has had an accident / injury by a member of staff within the “bubble” or the lead first aider. • First Aider records accident / incident information into accident / incident book <p>See Updated First Aid RA See Updated Infectious Diseases RA See Updated Intimate Care RA</p>		
<p>13. Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical conditions</p>	<ul style="list-style-type: none"> • Details of all pupils with medications is available on “bubble” checklist including where they are stored. • Lead First Aider is responsible for ensuring medications are available for pupils and they are in date. • Parent / carers to complete an authorisation form to administer medications. • A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time. • EHCP plans in place for pupils with medical conditions. - information attached to “Bubble” checklist and all relevant staff made aware of them. • All medications stored out of the reach of pupils. • Emergency medications stored in small meeting room in back admin office 	M	<ul style="list-style-type: none"> • The school may complete an individual risk assessment for a pupil that requires medications / medical procedures, or that may increase the risk of staff contracting the virus. • Relevant staff trained in administering of medications. <p>See Updated Medications RA</p>		M

<p>14. Fire How: Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.</p>	<ul style="list-style-type: none"> • A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the “Bubble” that may need assistance to evacuate during evacuation. • Details of any PEEP’s will be featured on the “bubble” checklist. • Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely. • Fire Evacuation plan has been reviewed (with advice taken from FSO) and separation of bubbles (where possible) has been considered 	M	<ul style="list-style-type: none"> • All fire evacuation procedures will be communicated to staff during the INSET days prior to opening in September 2020 • All new fire evacuation routes, and fire assembly points are detailed on “Bubble” checklist – which includes identified person responsible for sweeping the area(s). • Office staff to take visitors book with them to the assembly point in a fire evacuation. • Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire signage is displayed accurately and fire equipment is all in place. • Fire drill planned for first two weeks of September <p>See Updated <u>Fire Evacuation RA</u></p>	HT, AHT & PM	M
<p>15. Face Coverings / Masks How: No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	None	H	<ul style="list-style-type: none"> • You will need to put together a procedure for where pupils arriving either dispose of their mask / face covering or store it during the school day. • Instruction to pupils may be required. • Staff to be given guidance and instruction during the INSET days prior to opening in September 2020 		M
<p>16. SEND How: Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva</p>	<ul style="list-style-type: none"> • PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus. • A risk assessment will be undertaken for specific pupils when necessary. 	L	<ul style="list-style-type: none"> • A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus. • Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE. • Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated. 		L

<p>17. Behaviour How: Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.</p>	<ul style="list-style-type: none"> • School's Behaviour Policy updated • Behaviour Policy share with staff and parents before each bubble returns to school 	M	<ul style="list-style-type: none"> • Risk assessments may be undertaken for specific pupils (where required) • All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed. 		L
<p>18. Furniture/ Resources How: Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus</p>	<ul style="list-style-type: none"> • Staff to ensure strict supervision when introducing any new equipment or resources. • All equipment / resources will be age / maturity appropriate and included in an activity risk assessment. • All soft furnishings / toys removed from class. 	M	<ul style="list-style-type: none"> • All equipment / resources can now be shared by children and adults in the “Bubble” and cleaned as part of the routine cleaning regime. • All equipment / resources shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. 		M
<p>19. Outside Play Equipment How: External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus.</p>	<ul style="list-style-type: none"> • All external play equipment will be risk assessed to ensure it is age / maturity appropriate. • All play on external equipment will be supervised by school staff. • All external play equipment is visually inspected by Premises staff monthly. • An annual inspection and service is undertaken by a competent contractor. 	M	<ul style="list-style-type: none"> • Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”) • Outside resources washed in water tray with sterilising solution and left to dry overnight. 		M
<p>20. PE How: Exposure to the virus due to equipment not sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.</p>	<ul style="list-style-type: none"> • No contact sport timetabled until further notice. • Sports and activities undertaken outside when possible. • A selection of PE equipment assigned to each “bubble” • Only 'Dance' to be taught indoors until further notice 	M	<ul style="list-style-type: none"> • Equipment cleaned and sanitised between use by different “bubbles”. • Pupils to wash hands before and after PE lesson. • Teacher to demonstrate activity and then remotely supervise the pupils. • Equipment spaced out to enhance distancing around the pupils and staff. • Children arrive at school in their PE kit on the day they do PE. 		M

<p>21. School Estate How: School not safe to reopen. Building checks not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.</p>	<ul style="list-style-type: none"> All visual fire / water / gas / electric / lift checks undertaken by premises staff. 		<ul style="list-style-type: none"> Statutory maintenance check undertaken by Premises staff prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist) Full site inspection undertaken by SLT / Governor / Trade Union Rep All water outlets flushed regularly, and records maintained. 		
<p>22. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus</p>	<ul style="list-style-type: none"> All doors and windows kept open (unless dedicated fire doors) Staff given regular reminders about need to ventilate in bubble checklist and in staff meetings and INSET meetings. 	M	<ul style="list-style-type: none"> Desk and ceiling fans can now be used as long as the area is well ventilated. 		L
<p>23. Staff Meetings How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.</p>	<ul style="list-style-type: none"> Meetings take place in the largest available room to ensure social distancing. Meetings to be kept to a minimum time to limit time school staff spend together. 	M	<ul style="list-style-type: none"> Hold virtual meetings when the whole staff are required to come together (e.g. Business section) Hold most staff training and meetings in smaller groups (e.g. Phases) where appropriate. Meetings with Parents / Carers only permitted if they are of an urgent matter. (indoor) Meeting rooms to be arranged to ensure social distancing can be maintained. Staff wear face coverings if social distancing cannot be maintained and contact will last more than 15 minutes. 		M
<p>24. Personal Protective Equipment (PPE) How: Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE</p>	<ul style="list-style-type: none"> Appropriate PPE available in classrooms (for first aid and intimate care). Appropriate PPE available for cleaners on trolley and in cleaning cupboards Appropriate PPE available for First Aiders (in designated first aid areas and in classrooms) PPE sourced and stocked by PM, AHT and Lead First Aider 	M	<ul style="list-style-type: none"> All school staff issued with guidance on the wearing and removal of PPE. All PPE purchased in accordance with PHE https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19- 		M

available, not correct standard of PPE	<ul style="list-style-type: none"> • Procedure in place for a pupil displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear. • Staff allowed to wear PPE if they feel anxious and at risk from parents / carers / staff not socially distancing. 		implementing-protective-measures-in-education-and-childcare-settings		
25. Working from Home How: Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.	<ul style="list-style-type: none"> • See Work at Home RA • Staff issued with guidance to set up workstation correctly • See Lone Working RA 	L	<ul style="list-style-type: none"> • All risk assessments reviewed for staff working from home (September 2020) 		L
26. Lettings How: Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.	<ul style="list-style-type: none"> • No lettings permitted 	L			L
27. Wrap Around Care How: Pupils and staff contracting the virus due to pupils from different "Bubbles" mixing. Lack of social distancing, poor cleaning / sanitising, sharing of food and utensils / equipment, parents congregating when dropping off and picking up,	<ul style="list-style-type: none"> • Risk Assessment completed for After School Club and Breakfast Club • School House only to be used for Breakfast Club to ensure no cross over. 	M			M
28. Planning Preparation & Assessment (PPA) How:	<ul style="list-style-type: none"> • Where possible PPA to be provided by school staff who are already working in the bubble. • PPA timetable to be fixed and consistent. 	M	<ul style="list-style-type: none"> • Staff encouraged to wear masks in the PPA room • Staff encouraged to take their PPA at home if possible. 		M

Pupils and staff contracting the virus due to school staff working in different “Bubbles” and visiting teachers transmitting the virus	<ul style="list-style-type: none"> • PPA providers to be instructed to strictly follow all hygiene guidance (especially with regards to hand washing and social distancing). • Visiting PPA staff to be inducted, including receiving the staff COVID-19 handbook and the visitors guidance. 				
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Review Completed by: Tom Bulpitt (Headteacher), Glenys Englert (Link Governor), Katie Drew (Link Governor), Agnieszka Bozzao (Staff Representative), Kate Chambers (Staff Representative) Clare Firmin (Health and Safety Advisor)

Signed (on behalf of the committee):T Bulpitt..... **(HARD COPY AVAILABLE IN SCHOOL OFFICE)**

Date of Review:26th August 2020.

Next Review(s):LIVE WORKING DOCUMENTS

Review Completed by:

Signed:

Date of Review:

Next Review(s):