Nene Valley Primary School – Risk Assessment & Action Plan

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| COMPLETED BY & DATE | Stuart Mansell (Headteacher) in consultation with all staff. August 2020, for wider opening from 07.09.2020 and updated to reflect on going guidance.Reviewed on going by Nick File (Acting Headteacher) September 2021Reviewed on 5.1.2022 by Nick File (Acting Headteacher) |
| REVIEW DATE | 5.1.2022 (In relation to OMICRON variant and increased transmissibility) |
| CONTIGENCIES | Previous actions struck through as possible contingencies to reinstate should the school suffer an outbreak due to the increased transmissibility of any current or future variant of COVID 19 |
| RELATED DOCUMENTS | **Government guidance:**Coronavirus (COVID-19) Collection: guidance for schools and other educational settings* [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* [Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

**LA Guidance:*** [​docx icon School-Covid-Support-Pack-Jan2022.docx](https://cccandpcc.sharepoint.com/%3Aw%3A/s/PCCWebsitedocumentlibrary/EaatgF3-jPFIrGdnGFKY2mEBkVDL6i0i6RvO23Ulqs9Hww?e=W8DR3Q)
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| **Risk rating****High (H), Medium (M), Low (L)** | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** causes major physical injury, harm or ill-health | H | H | H |
| **Severe:** causes physical injury or illness requiring first aid | H | M | L |
| **Minor:** causes physical or emotional discomfort | M | L | L  |

| **Focus** | **Risk rating Prior to Action (HML)** | **What are the mitigating actions?** | **Who?** | **When?** | **Done** | **Residual Risk rating (HML)** |
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| **Comm.** **& Prep.** - S’holders not inf. - risks to health - Parents not inf. of H&S req’ts for full opening - Parents don’t fully underst’d their resp. re: signs of COVID  |  | Ensure all staff and parents are aware that they must not attend or send children to school who are displaying symptoms of Covid or have received a positive test, or if there is someone in their household who has tested positive. ~~Anyone testing positive without symptoms, must re-start their self-isolation period for 10 days from the onset of the symptoms. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If fully vaccinated these isolation requirements are not required.~~Flow flowchart:* [​pdf icon Covid 19 parent flowchart Jan2022.pdf](https://cccandpcc.sharepoint.com/%3Ab%3A/s/PCCWebsitedocumentlibrary/EZ_UIIZn5r1Gs8mZGXpil_UBgmqMM031TRL-E5x3jA6Oaw?e=4ErTKN)
 | SLT | 04.01.2022 |  |  |
| Write to parents, providing update and link to flowchart:* [​pdf icon Covid 19 parent flowchart Jan2022.pdf](https://cccandpcc.sharepoint.com/%3Ab%3A/s/PCCWebsitedocumentlibrary/EZ_UIIZn5r1Gs8mZGXpil_UBgmqMM031TRL-E5x3jA6Oaw?e=4ErTKN)

~~reminding them of full details of arrangements for return on 8~~~~th~~ ~~March:~~ * ~~encourage parents/children to walk/cycle to school where possible;~~
* ~~if their child needs to be accompanied to school, only one parent;~~
* ~~allocate drop off/collection times and protocols for minimising adult to adult contact (e.g. which entrance to use), using 3 gates, clearly signed.~~
* ~~parents cannot gather at entrance gates or doors, or enter the site (unless a pre-arranged appointment, which should be conducted safely)~~
 | SLT | 04.01.2022 |  |  |
|  |  | Parents are not required to wear masks on collection drop off. Time on school property is limited to less than 10 minutes and all outside. Parents do wear masks for access to the school office and any direct contact with school staff. | NF | 5.1.2022 |  |  |
|  |  | Parents will only be informed of positive cases if there is a significant structural change to class, collection drop off. For example the reversion of an individual class/ phase to a bubble. This will reduce anxiety and ‘seeing’ symptoms and promote good continued good attendance. | NF | 5.1.2022 |  |  |
| **Curricu lum Offer** - Edu. provision maint’d for priority children when wider reopening - Edu. for other years must continue PE curric. must be altered to ensure social distancing and H&S  |  | Any updates/changes to this guidance are communicated in a timely and effective way to all stakeholders. ~~Updated weekly.~~ | NF | As needed |  |  |
| ~~Children will be regularly briefed regarding social distancing of bubbles (individuals encouraged to socially distance)~~ | Teachers | Ongoing |  |  |
| Ensure all parents and staff are aware of the government Test and Trace programme and are ready to actively engage with it. Write to parents, inform staff of necessity. (See end notes.) | SLT | Ongoing |  |  |
| Any staff needing a test can do so via the school. Office to ensure orders of tests are monitored to keep available. | Staff | 5.1.2022 |  |  |
| Ensure governors are kept informed of this RA and any changes once approved. Ensure Trustees are consulted regarding any substantive changes and otherwise kept informed. Additional updates provided to CoG, including safeguarding. 1st RA shared and updated weekly. | Govern. | No more than weekly |  |  |

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|  |  | ~~Consider which lessons or classroom activities take place outdoors, P.E. and timetabled recess (not breaks)~~ | NF/Phase Leader | ~~w.b. 31.08~~  |  |  |
| Review and agree the resources that are taken home and limit exchange of take-home resources between children | Phase Leaders | 5.1.2022  |  |  |
| Limit sharing of stationery/equipment where possible. Materials/surfaces cleaned and disinfected more frequently. All classes have own approach in place.  | All staff | On-going |  |  |
| 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 | All staff | On-going |  |  |
| ~~PE: new guidance to be circulated to staff~~~~From Monday,  we will return to PE equipment for each phase. There are three boxes on the shelf in the PE shed labelled for each phase.~~~~Any equipment used~~**~~MUST~~**~~be washed at the end of the lesson. Please find the cleaning procedure here:~~[~~https://outlook-1.cdn.office.net/assets/mail/file-icon/png/docx_16x16.pngEquipment .docx~~](https://nenevalleyprimary.sharepoint.com/%3Aw%3A/r/sites/Planning/Shared%20Documents/2020-21%20Cycle%20B/PE/Equipment%20.docx?d=w477f1a837d2c4513966c3a7766659c60&csf=1&web=1&e=Z0pERM) | Teachers | ~~05.03.21~~ |  |  |
| Due to increased transmissibility, All assemblies, social gatherings (discos), ~~sports clubs etc~~. cancelled until an alternative workaround can be found to provide whilst maintaining social distancing. Virtual assemblies in place. | Staff/FONV | 5.1.2022 |  |  |
| Singling assemblies taking place in class. Well ventilated, discourage ‘loud’ singing, all front facing, Refer to guidance on [‘Safer Singing’](https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing) to support mitigation of risks | Staff | Ongoing |  |  |
| Visitors to school. Masks to be worn at all times in communal areas and minimal contact with adults or children outside of those directly involved with the visit. Visors to be worn when working directly with children. All unnecessary visits cancelled. | Office | As needed |  |  |
| Group sizes are kept to less than 30 inside with generally only mixing between phases at playtimes and lunchtimes – mostly outside. | Staff | Ongoing |  |  |
| Any external teachers (supply, peripatetic, SEN support etc.) to be informed of procedures on arrival and to ensure safe social distancing at all times (staff and pupils). Records of all visitors to be kept, including who they have been in contact with – specifically for Test and Trace. Visitor record in place and kept confidentially for 21 days. | Office Staff | As needed |  |  |
| **Home Learn’g** |  | Agree Home Learning approach for potential lockdown or for individuals self-isolating or shielding. Initial plan in place and delivered. Needs constant review. Home Learning Statement being developed and to be in place and published online by 25.01.2021Unchanged since published. | NF | 5.1.2022 |  |  |
| Agree how we will ‘link’ in school and at home learning. Mixture of video links and work provided, with expected response and feedback. See Home Learning Statement. | Phase Leaders | On going  |  |  |
| **Welf.*** Pupils’ mental health adversely affected during closure and by the COVID-19 crisis

-Mental health of staff adversely affected during closure and by the COVID-19 crisis-Working from home can adversely affect mental health-Pupils and staff are grieving because of loss of friends or family |  | One trained member of staff to be available Majority of meetings to be held outside or at a 2m distance inside. | SLo | As needed |  |  |
| Wellbeing/mental health is discussed regularly in PSHCE/virtual meetings  | Teachers/TAs | Ongoing |  |  |
| Resources/websites to support the mental health of pupils are provided via newsletters, emails and website. | Teachers | Ongoing |  |  |
| Welfare checks to continue for those children not in school – phone, text, email. | Teachers/DSL | As needed |  |  |
| Parents asked to inform school of any issues that may affect the children, e.g. bereavement, illness. None received yet. | Office | As needed |  |  |
| Planned for possible mental health, pastoral or wider wellbeing support for children returning to school - considered how these might apply to children who were not previously affected.Wider support identified. PASS (Pupil Attitudes to Self and School) survey to be completed | JG | As needed |  |  |
| Staff may be tired in the initial stage – alert, lack of rest, access to food/drinkEnsured breaks and space to rest. Staff using outside hall and food tech. | Wellbeing Team | Ongoing |  |  |
| Encourage staff to focus on their wellbeingLine managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Add to staff meeting agenda and include in performance management reviews. | Wellbeing Team | Ongoing |  |  |
| Wellbeing lead to deliver EAP launch materials to support additional access for all employees. This to be cascaded through different teams of staff.On-going reminders through 2022 | Wellbeing Team | Autumn 2021 |   |  |
| Staff briefings and training have included content on wellbeing. Wellbeing lead briefed on developing role 16.09.2020. | SLT | Ongoing |  |  |
| Staff have been signposted to useful websites and resources (Employee Assistance Programme. FH to meet SLT and ‘champion’. Wellbeing Champions to attend Employee assistance Programme launch. | Wellbeing Team | Ongoing |  |  |
| Staff have been supported to work in flexible ways to support their mental healthAppropriate work plans have been agreed with support provided where necessary | Line Managers | Ongoing |  |  |
| Staff working from home may help provide remote learning for any pupils who need to stay at home, CPD, work to support school. All staff in school unless ill, signed off or self-certificating. | NF | Ongoing |  |  |
| Staff working from home due to self-isolation have regular catch-ups with line managers. Currently none at home. | NF | Ongoing |  |  |
| Staff encouraged to speak regularly with colleagues, take regular breaks and exercise. ~~School offering free lunches to all staff.~~ Kitchen staff providing regular staff room ‘treats’ to support morale and wellbeing. | Wellbeing Team | Ongoing |  |  |
| The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary | NF FiM | Ongoing |  |  |

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| **EYFS** |  | Consider how play equipment is used ensuring it is appropriately cleaned more frequently. | EYFS Team | Ongoing  |  |  |
| Consider the use of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) | EYFS Team | Ongoing  |  |  |

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| **Classes and other social dist. issues*** Net cap. red. when guidelines are applied
* Classroom sizes will not allow for adequate social distancing
* Risks created re social distancing:
* Start/end of day,
* Movement around the school

-Student’s behaviour - pupils circulate in corridors-Queues for toilets   |  | ~~Ensure that wherever possible children use the same classroom or area throughout the day, seating children at the same desk each day, with a heightened cleaning of the rooms at the end of the day. Where children move places at request of teacher – cleaned before transition.~~ | All staff | On-going |  |  |
| ~~Review classroom layouts with staff and Site Officer to strengthen social distancing between staff and children. Reviewed classroom layouts and fire exits not to be compromised~~~~Direct access to rooms from outside where possible – routes in and out agreed (one-way system introduced and communicated)~~ | KW | w.b.04.01Updated 05.03.21 |  |  |
| ~~All classes to operate in class group bubbles, apart from EYFS who will operate within the unit as a year group bubble. Year 5 and 6 move to Year group bubbles to allow end of primary school activities/ SRE for Year 6.~~ | Teachers | On-going Updated 21.06.21 |  |  |
| Face masks for staff are not compulsory in communal areas. Masks are available for all staff from school office if required. (Replacements can be provided if broken/ unusable) Regular socialising is limited through staffroom layout, lunch setting and organisation of breaks. Staff are generally located in phases and communal areas are limited to the main corridor, which is not a heavy traffic area.  | All staff | 5.1.2022 |  |  |
| Where possible, all spaces should be well ventilated using natural ventilation (opening windows). This can be done on a rotational basis to ensure air flow, so does not mean that windows/doors have to be open all day if weather is particularly cold or wind. Ideally – all windows doors open when classroom empty, restrict and vary when children inside, with upper windows being kept open as much as possible. Doors/windows does do not need to be fully open to maintain ventilation, as long as airflow is maintained. | All staff | On-going |  |  |
| Prop doors open, where safe to do so (bearing in mind fire safety/safeguarding), to limit use of door handles/aid ventilation. Need to review seating in some rooms as doors block view of some children when trying to see the screen - done. | All staff | On-going |  |  |
| Staff to promote social distancing measures with children. ~~Bubbles kept separate, but children also discouraged from touching and close contact, limit movement within classrooms and opportunities for close interaction.~~ Reinforce the ‘hand, face, space’ message with children where it can be applied. i.e. regular hand washing and sanitising, especially before and after activities that may involve touching surfaces etc., ~~avoiding face to face contact, standing apart/playing apart where possible (although not essential, is good practice) – ensuring spacing where possible. Awareness during playtime, walking to school, waiting outside the gate etc. Should be 2m apart from children in other bubbles during school day, otherwise as apart as is reasonable with avoidance of touching wherever possible. Message delivered sensitively as best endeavours not hard and fast rules.~~ | All staff | On-going |  |  |
| Access rooms directly from outside where possible (~~Cuckoos via Puffins at start/end of day.~~ Puffins via library for breaks.) | All staff | On-going |  |  |
| Agree on routines for accessing toilets, ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. ~~Toilets allocated to classes, not gender. Ideally 1 child at a time but bear in mind those who are desperately in need.~~ | SLT/Teachers | Ongoing |  |  |
| Teachers to maintain an accurate seating plan. | Teachers | Ongoing |  |  |
| Staff to strictly maintain social distancing measures. Maintain distancing in meeting and at lunchtimes etc. Staff to be fully aware of what constitutes direct close contact. | All staff | On-going |  |  |

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| **Lunchti mes**  |  | * Agree on how meals will be served – most classes delivered to classrooms – adult delivering leaves them outside the room
* Use children to distribute meals wherever feasible
* Decide where meals will be consumed? – 4 classes in hall – rotated and cleaned between sittings
* Decide on any cleaning measures that are necessary
* Agree on supervision of pupils
* Agree staggering of lunchtimes
 | SLT/DD | On going |  |  |
| Review procedures for FSM pupils at home if shielding or self-isolating. For any children undergoing self-solation for a prolonged period a food parcel will be provided or a voucher provided via WONDE. During lockdown, school will access the national voucher programme through Edenred. | SM/DD | Ongoing |  |  |

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| **Breaks*** Children may not observe social distancing at lunch times
 |  | Agree arrangements for recess (planned and supervised activity breaks)* ~~Define space for each Bubble~~
* ~~Ensure play equipment is not shared~~
* Agree on any Behaviour expectations re breaktime
* Agree supervision of pupils for staff comfort breaks
 | SLT/Teachers | Ongoing |  |  |

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| **Behav.** |  | Communication of behaviour expectations to pupils, parents and staff | JG | 5.1.2022 |  |  |

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| **SEND & Inclus.** |  | Agree what returning support is available for vulnerable and/or disadvantaged children | SLo/SLT | Ongoing |  |  |
| Individual risk assessments to be completed for children with high levels of dependency or significant adult management needing closer contact. | Teacher/SENCo | Ongoing amendments |  |  |

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| **Safeg.** |  | Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers.  | DSL | Ongoing |  |  |
| Safeguarding Leads accessible when on and off-site | DSL/DDSL | Ongoing |  |  |

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| **First Aid*** Availab’y of desig. 1st Aiders puts pupil safety at risk
* Medical or Isol. Room not adeq equip to maintain infection control
* Provision of PPE for staff not in line with gov. guidelines
 |  | Ensure suitable first aid cover to all staff and pupils has been assessed with suitable first aid or paediatric first aid provided.  | NF | Ongoing |  |  |
| Greater clarification about administering 1st aid during COVID-19 has been issued. Update posters for guidance and discuss with relevant staff. * Check if there are any vulnerable workers with 1st aid responsibility and discuss implications and minimising risk
* Discuss RA with 1st aiders to ensure confidence
* Ensure 1st aiders know what equipment to use to minimise risk
 | SLT | Ongoing |  |  |
| Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. | SLo | Ongoing |  |  |
| Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Office to ensure backup if staff absence limits provision. Staff updated 5.1.2022 | SLo | 5.1.2022 |  |  |

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| B’fast Club |  | ~~Allocate children to bubbles with appropriate levels of staffing and allocated start times. Write to parents.~~ | Office | Aug 2005.03.21 |  |  |

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| **Staff** |  | Identify whether any member of staff or pupil is within the [**Clinically extremely vulnerable group**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) and ensure appropriate measures are in place including individual risk assessments. ~~This is likely to involve CEV staff and pupils not being allowed un school during Tier 4 or above (contingency).~~ Where staff, identified as CEV, are advised that they may return during lockdown, an individual risk assessment is completed in line with the advice provided and supporting medical advice retained where available. Update individual risk assessments in light of changes to shielding requirements. | SLT | Ongoing review |  |  |
| Staff/pupils that meet the criteria as [**moderate risk of infection**](https://camweb.cambridgeshire.gov.uk/staff-wellbeing/covid-19-latest-news-and-guidance/)e.g. those with underlying health conditions, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), should have a risk assessment completed or reviewed to identify any suitable control measures that must be in place before returning to work/school. Alternative arrangements for pregnant staff where applicable.Note reference to over 60s needing to be additionally careful, but no additional measures needed. | SLT | Ongoing review |  |  |
| ~~Planned for the same adults to work with the bubbles where this does not impact detrimentally on children’s learning. – Any staff must ensure social distancing when working with other bubbles. Staff are not restricted to specific bubbles as long as social distancing is strictly maintained.~~ | NF | Ongoing |  |  |
| Sta~~ff model social distancing consistently – wear masks at gate for drop off and collection times~~ | All staff | Ongoing |  |  |
| All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Update any individual risk assessments in line with current increases in case numbers. | HT | 04.01 |  |  |
| Staff are clear about social distancing around school, particularly at lunchtimes, meeting times, entering and exiting the building etc. Areas outside the library, the library itself, corridor, Goldfinch and Sparrow rooms may be used for lunches/breaks – staff to decide as long as social distancing occurs. Meetings are virtual, classrooms where social distancing allows, or socially distanced in the hall. Staff do not gather in the staff room on entering/exiting the building and maintain social distancing transitioning through. When making drinks, staff ensure handwashing or sanitising before touching crockery or water dispenser etc.Staff to ensure social distancing (avoiding close/direct contact) during meeting and PPA times.  | SLT | 5.1.2022 |  |  |
| Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** | Office | Ongoing |  |  |
| Additional guidance is sought from Public Health England regarding BAME staff, where appropriate. If needed, a separate individual risk assessment will be written and agreed with individuals requesting one. | SLT | Ongoing |  |  |
| Flexible and responsive use of teaching assistants to supervise classes and provide interventions in place | NF | Ongoing |  |  |
| **Admin Staff** |  | Social distancing point in reception area clearly set outNon-essential deliveries/visitors to school are minimised Deliveries to school are managed effectively in a timely manner adhering to social distancing | Office | Ongoing |  |  |
| Guidance on being tested has been published to staff and parents. Trust registered with employer portal. | office | As needed |  |  |
| **PPE** |  | Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. None currently in school – may change when EYFS start. Staff to follow provided guidance should the need for nappy changing or intimate care arise. | All staff | Ongoing |  |  |
| Ensure all staff are fully aware of procedures around wearing face coverings, including safe disposal, putting on, removing and storing.* All disposal masks should be placed in green bins unless the wearer has symptoms
* No masks should be placed in recycling bins
* If the wearer has symptoms they should be disposed of as all materials that may have been in contact with symptomatic adults/children – separate bin bag, tied, another bin bag, stored in suitable place for 72 hours (See Site Officer)
* Reusable face masks should be stored in a sealed plastic bag between use,
* Always wash hands before putting on or removing,
* Damp masks should not be worn, but replaced carefully

(See [Face Coverings in Education](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) for further guidance) | Staff meeting visitors or attending school gate at drop off and pick up | Ongoing |  |  |
| Re-usable PPE should be thoroughly cleaned after use and not shared between staff.  | All staff | Ongoing |  |  |
| 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 fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. School has been provided with visors and these are available.  | All staff | Ongoing |  |  |

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| **Clean.** |  | Enhanced cleaning schedule in place (for example, how often, when/if an additional clean is necessary) and how to ensure sufficiency of supplies. Additional cleaner employed 10 hours per week to cover gaps in provision. | Site Officer | Ongoing |  |  |
| Create cleaning guidance: More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:* Taps and washing facilities,
* Toilet flush and seats,
* Door handles and push plates,
* Handrails on staircases and corridors,
* All areas used for eating must be thoroughly cleaned at the end of each break,
* Telephone equipment,
* Keyboards, photocopiers and other office equipment, classroom desks and chairs.
 | Site Officer/Cleaners | Ongoing |  |  |
| ~~If informed that someone has tested positive with Covid-19 then any area/room they have accessed should undergo a thorough clean or be left vacant for 72 hours if that is not possible.~~ | Site Officer | As needed |  |  |
| Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. | Site Officer | 5.1.2022 |  |  |
| ~~Identify any outdoor play equipment to be used/restricted and establish cleaning and management procedures as necessary – issue guidance~~ | Site Officer/SLT | w.b. 01/06 |  |  |
| Increase hours of cleaning staff so that there is someone on site as much as possible, and with a remit of ongoing cleaning of touch plates, toilets etc. | HT/Site Officer | Ongoing |  |  |
| Ensure all staff and children are aware of, and promoting’ the ‘Catch it, bin it, kill it’ system of control and using bins appropriately around school. Ensure prominent display of reminders. | All staff | On-going |  |  |
| Appropriate controls are in place to ensure the suitable sanitisation of pupil’s hands following breaks, before meals and following the use of toilets. Children can bring and manage own sanitiser. | Site Officer/staff | Ongoing |  |  |
| Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. | All staff and pupils | On-going |  |  |
| Any staff or children who do not wish to use hand sanitiser provided by school should either bring their own from home, and not share it, or use soap and water and hand wash for 20 seconds. | All staff and pupils | On-going |  |  |
| Current government advice is that face coverings should not be worn by pupils ay primary school. Children arriving at school wearing a face covering should be shown the correct way to remove and dispense of it before entering school and washing/sanitising their hands immediately. Children wearing re-sable face coverings to school should remove them appropriately and place them in a re-sealable plastic bag for storage prior to entering school and wash/sanitise their hands immediately. No requests to wear them. | SLT to all parents | 5.1.2022 |  |  |
| Staff may wear a mask if they choose to do so in communal areas (not classrooms) and may wear a visor in agreement with SLT if working with children. (This is in addition to PPE requirements for specific circumstances included elsewhere e.g. unwell child). If an adult has hearing difficulties and requests access to someone whom they can lip-read from, this will be provided or a visor will be worn Supply of visors available for all. Staff choosing to wear masks or visors must ensure appropriate, COVID safe ‘putting on’ and ‘taking off’. Staff wearing masks at school gate at drop off and pick up times to model good practice and encourage mask wearing by parents. Masks should always be worn in communal areas when social distancing cannot be effectively maintained.  | Staff | 5.1.2022 |  |  |
| Anyone involved with staff food preparation, should remember when preparing breakfast or collecting items afterwards to either wear gloves, or sanitise hands appropriately before and after. Washing up will clean/prevent transmission, otherwise sanitise/wash before, don’t touch face/mouth etc. when preparing/clearing, wash/sanitise afterwards.  | Staff | Ongoing |  |  |
| Children encouraged to access the toilet during class/throughout the day to help avoid queuesThe toilets are cleaned frequentlyMonitoring ensures a constant supply of soap and paper towelsChildren are reminded regularly on how to wash their hands and use hand sanitiser | Teachers | w.b. 01.06 |  |  |

| **Focus** | **Risk rating Prior to Action (HML)** | **What else needs doing?** | **Who?** | **When?** | **Done** | **Residual Risk rating (HML)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Increase cleaning of handles and touch plates. | Cleaners | Ongoing |  |  |
| Bins should be emptied daily. | Site Officer/Cleaners | Ongoing |  |  |
| Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. | Site Officer/Cleaners | Ongoing |  |  |
| **Contract** |  | All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.). | Site Officer/Office | As needed |  |  |
| All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. | Site Officer/Office | As needed |  |  |
| Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue | Site Officer/Office | As needed |  |  |
| Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Review signing in book to ensure compliance statement is available and visitor record is completed. | Site Officer/Office | As needed |  |  |
| Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/children are kept apart | Site Officer/Office | As needed |  |  |

| **Focus** | **Risk rating Prior to Action (HML)** | **What else needs doing?** | **Who?** | **When?** | **Done** | **Residual Risk rating (HML)** |
| --- | --- | --- | --- | --- | --- | --- |
| **H&S** |  | The Health & Safety Executive have recently updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Seek legal advice if a case arises that may be directly linked to work. HT attended legal webinar in case a situation arises. | Site Officer | As needed |  |  |
| **Fire Safety** |  | * Ensure all emergency escape routes / doors are fully operational and kept clear.
* Agree on Fire Procedures and where pupils and staff will line up
* Agree on registers and how these will be brought to staff
* Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing between bubbles when at the evacuation point.
 | SLT/Teachers | Ongoing |  |  |
| * Ensure fire drill - termly practice.
 | Fire warden | Termly |  |  |
| **Lateral Flow Testing** |  | * Lateral Flow tests webinar 18/1/21 attended by HT
 | HT | 18/01/21 |  |  |
|  | HT to communicate the Lateral Flow test information to all staff in order to address concerns regarding poor uptake, non-reporting, communication issues. This information includes:* How To Guide Version1.3.2
* Instructions for Use Handbook
* Letter to staff
* PowerPoint introduction
* Link to NHS Instructions Video
 | HT | 26.01.21 |  |  |
|  | All staff to be invited to take part in the process and to sign an agreement (data protection and privacy notice info shared). Register to be kept of these agreements. | SK | 27.01.21 onward |  |  |
|  | HT and main office to be the storage area for tests | HT/SK | 27.01.21 |  |  |
|  | SK to ensure that staff take the correct instructions with them and know to discard the instructions that are in the test box (Version 1.3.2 is the CORRECT version) | SK | 27.01.21 |  |  |
|  | ~~Tests to be signed for and LOT number recorded. (Staff provided with one box which contains 7 tests)~~ | SK | ~~27.01.21 onward~~ |  |  |
|  | Staff will be instructed to complete the two tests on a rotational basis, each test box labelled with relevant days of the week for each staff member. Tests should be completed in the evening of these days. | SK | 27.01.21 onward |  |  |
|  | Staff have to go online to record the results of each test, whatever the outcome. This is done on a Government site, similar to the DVLA. | Staff | Ongoing |  |  |
|  | ~~DHT to devise a TEAMS form for staff to inform us of the result of each of their tests. This will be online but staff will have the ability to email details if they struggle with online forms.~~ | DHT | 27.01.21 |  |  |
|  | Staff who receive a positive result need to follow flowchart as above. | Staff | Ongoing |  |  |
|  | A negative result does NOT negate the need to follow the Social Distancing guidelines. | Staff | Ongoing |  |  |
|  | HT to be responsible for ensuring that we have enough tests in stock. | HT | Ongoing |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Visits** |  | Consideration for all planned visits and trips to consider social distancing at venues Full review of venue Risk Assessments to ensure there is no conflict with the NVP risk assessments. | Site Officer | As needed |  |  |