

# RISK ASSESSMENT

# TRUSTED SCHOOLS' PARTNERSHIP

## A. Outline

Form No.

Updated

Nov 2020

School: Alveley Primary

Work Activity

Working in the Schools during Covid19  
Pandemic

Date of Assessment: July 17 2020

Name of Headteacher:

Mr P O'Malley

Signature:

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

### 5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

### PRIORITY OF ACTION

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

**All staff will be asked to report any problems arising from the practicality and day to day working of the principles embedded in this document. The document will be subject to ongoing review and will be likely to change in line with further Government guidance and practical experience. This document will be revised accordingly and these changes will be communicated to all staff and stakeholders.**

	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
1	Catching or spreading Coronavirus - Public Health Advice	Staff, pupils parents, guardians, visitors to school	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Med	Letters to parents will all state this clearly. Thermometer to take temperature of staff or children if necessary.	Low	All staff	Ongoing  Daily practice
			Pupils, staff and other adults do not come to school if they have Coronavirus symptoms or have tested positive in the last 7 days.	High	Details to be shared with all members of the school community. See: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>	Low		
			If anyone in school becomes unwell (with cough, high temperature, loss of taste or sense of smell) they are sent home.	Med	See: <a href="https://gov.uk/government/publications/covid-19-stay-at-home-guidance">https://gov.uk/government/publications/covid-19-stay-at-home-guidance</a> Self-isolate for at least 10 days and arrange a test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Any school community member showing signs of illness will be immediately isolated in the easy access toilet and monitored by the head teacher from a distance, or with PPE and in the room if necessary. Once the ill person has left or been collected from school the toilet will be thoroughly cleaned by a member of staff wearing both gloves and a mask. The cleaning must be done with normal household bleach. Sufficient PPE must be in stock at all times.	Low		
			Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	Med	Frequent hand washing routines built into all classes daily routines. Adults and children are to wash their hands on the following occasions: <ul style="list-style-type: none"> <li>• Entry to school</li> <li>• Before/after break times</li> <li>• Before lunch</li> <li>• When they change rooms</li> <li>• Before leaving school</li> <li>• Anytime that they visit the toilet or cough/sneeze in to their hands.</li> </ul> Sufficient hand washing in sinks for the number of children is limited so hand sanitizers have been purchased and are in	Low		

				<p>every class bubble.</p> <p>Hand sanitiser in each classroom and refills already purchased.</p> <p>Alcohol hand sanitiser in entrance lobby for staff use.</p> <p>Sufficient quantities of soap and hand sanitiser to be stocked at all times.</p> <p>Children may also use moisturiser supplied from home when required.</p> <p>Small children or those with complex needs may need to be supervised.</p> <p>Children and adults wash after sneezing or coughing.</p> <p>Children and adults encouraged not to touch mouth, eyes or nose.</p> <p>Use hand washing songs - baby shark and happy birthday to remind children about hygiene and make it fun.</p> <p>Paper towels to be used instead of hand dryers. Fuse removed to disable hand dryers.</p> <p>All these routines will be built into the school day.</p>			
		Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Med	<p>Use tissue or elbow to cough or sneeze, put tissue into lidded bin and then wash hands</p> <p>Tissues in each classroom and bins with lids to dispose of tissues.</p> <p>Sufficient quantities of tissues and bin bags to be stocked at all times.</p> <p>These will be emptied twice daily and placed in labelled external bins</p>	Low		
		Cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Med	<p>Teachers, Teaching Assistants, Lunchtime Supervisors and Cleaners to clean frequently touched surfaces with spray bleach.</p> <p>Each classroom has its own supply of cleaning products.</p> <p>All staff to read the risk assessment regarding use of bleach in schools.</p> <p>Staff aware of COVID – 19 cleaning for non-healthcare settings guidance.</p> <p>Cleaning of surfaces that staff and children have touched – toys, books, desks, chairs, doors, handles, toilets, sinks, switches – more regularly than normal.</p> <p>Sufficient quantities of cleaning products to be stocked at all times.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p> <p>Outside the handrails in the KS1 playground need to be cleaned as they are frequently touched.</p>	Low		
		Setting clear use and cleaning	Med	Classes to have different breaktimes. Children encouraged	Low		

			guidance for toilets to ensure they are kept clean.		to use toilets during these times, thus reducing mixing of different classes in the toilets. Each class to have own toilets: EYFS - in class, Cedar – KS1 toilets, Elm – KS2 girls toilet allocated to class, Oak – KS2 boys toilet allocated to class. (one pupil at a time) Spaces marked on the floor outside toilets to allow children to ensure social distance is kept. Toilets cleaned after break and lunch time by TA/teacher. SG to empty bins midway through each day. In staff toilets, staff to wipe down seats and every other touched surface e.g. taps, door handles etc. after use. Wipes to be provided.		
			Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.	Med	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Be mindful of children who are a flight risk. Beware of intruders.	Low	
			Engaging with NHS Test and Trace process		Staff members and parents/ carers must be ready and willing: <ul style="list-style-type: none"> <li>to book a test if they display symptoms,</li> <li>provide details of anyone they have been in close contact with if they test positive or are asked to by NHS Test and Trace,</li> <li>self-isolate if they have been in close contact with someone who develops coronavirus symptoms or tests positive</li> </ul> Letters to parents will clearly state this. Staff will have read the risk assessment. In addition, parents and staff must inform the school as to outcome of the test. Create a form with name and result of test to track.		
			Managing confirmed cases of coronavirus amongst the school community	High	Schools must contact the local health protection team if anyone who has attended school tests positive. HPT will provide definitive advice about who must be sent home. School to keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups. HPT will provide a template letter to send out Further guidance on testing and tracing coronavirus <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing</a>	Med	
			Containing an outbreak by following local health protection team advice	High	If there are 2 or more confirmed cases over 14 days or a rise in sickness absence where COVID19 is suspected then school will have to work with local Health Protection team. <a href="https://www.shropshire.gov.uk/local_outbreak_plan">https://www.shropshire.gov.uk/local_outbreak_plan</a>	Med	

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2	Measures within the classroom	Staff pupils	Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)	Med	<p>Children grouped together to avoid contact between groups. Staff maintaining distance from pupils and other staff as much as possible.</p> <p>Bubble idea relies on minimal mixing of personnel in classes– staggered start, break, lunch time and finish time. Bubbles are class groups and are within a “double bubble” This allows:</p> <ul style="list-style-type: none"> <li>• For children who require support e.g. in catch-up interventions, to access adult help</li> <li>• Our curriculum to continue. At present the foundation subjects are sometimes structured on phase groups.</li> </ul> <p>Staff can be deployed to cover PPA/ management times Should a member of staff be absent, staff can cover across phase to prevent supply teachers from being required (needed to guarantee bubble integrity) Staggered entry/ exit times and break/ lunch times can be managed more effectively When staff are working in another classroom a face covering should be worn.</p>	Low	All staff	Ongoing  Daily practice
			Avoiding close contact between individuals	Med	<p>Close contact should be avoided, including:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, <b>a face to face conversation</b>, or unprotected physical contact (skin-to-skin);</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>• travelling in a small vehicle, like a car, with an infected person.</li> </ul> <p>Staff to be instructed to report face to face contact to the Headteacher and a record to be kept of pupils and staff in each group and close contact that takes place.</p>	Low		
			Arranging classrooms to minimise contact.	Med	<p>Classrooms to be reconfigured for 30 children. Forward facing desks or children seated in such a way to minimise contact - side by side not face to face.</p> <p>Nursery/ Reception/ First terms in KS1 - where children are following EYFS curriculum the guidance states “Ideally, adults should maintain 2 metres distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.”</p>	Low		

				<p>Children with additional needs should receive as much support as required. Adults working with these children are to be extra vigilant and mindful of face-to-face time.</p> <p>Children to stay at the same desk.</p> <p>Staff remain 2m away - as far as physicaly possible.</p> <p>Frequently used resources/ equipment to be stored close to children.</p> <p>Classrooms to be well ventilated.</p> <p>Signs to ensure children use appropriate levels of hygiene.</p>		
		Filming assembly to go on Tapestry	Low	Whole school assemblies will not take place.	Low	
		Communicating with parents about school Uniform	Low	<p>School uniform is to be worn and this needs to be communicated to parents.</p> <p>There is no longer guidance to suggest this needs to be cleaned daily.</p> <p>School will allow pupils to wear additional suitable items of clothing when increased ventilation causes colder classroom temperatures.</p>	Low	
		Minimising the risk of use of equipment and resources within a class	Med	<p>Frequently used resources and equipment, e.g. pens, pencils and rulers should be given to individuals for their own use.</p> <p>Other class-based resources including books and games can be shared and used by the class. They should be frequently cleaned.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Children can bring bags to school.</p> <p>Reading books shared between bubbles should be quarantined for 72 hrs before being passed to next bubble/ year group.</p> <p>Teachers can take books home if necessary but should ensure cleanliness regimes.</p> <p>Teachers are able to take books home to mark, but they must ensure cleanliness regimes.</p>	Low	
		Minimising the risk of use of equipment and resources shared between classes	Med	<p>Resources such as PE, art, science equipment should be cleaned frequently and always if shared between classes. If they can't be meticulously cleaned, then they must be left unused for 48 hours (72 hours for plastics) before another class uses them.</p> <p>This includes reading books shared across classes.</p> <p>Quarantine books for 72 hours before they are put back into circulation.</p>	Low	
		Minimising the risk of use of equipment and resources shared between classes	Med	Play equipment used outdoors must be cleaned more frequently.	Low	
		Where practicable keeping a social distance between individuals	Med	<p>Socially distancing as much as possible.</p> <p>Children kept in class size groups.</p> <p>All children kept together and not mixing with other classes.</p> <p>Staff may move between classes to ensure a broad curriculum is still delivered - but this will be kept to a</p>	Low	

				<p>minimum. No assemblies or large gatherings. Assembly will be done virtually/ in classroom by the teacher. Timetabling of hall will be done to minimise traffic through corridors. External classroom doors used for entrance/ exit to school. Timetabling to allow staff room to be used by small numbers of staff at any one time</p>																																																			
		Stagger break times (including lunch), so that all children are not moving around the school at the same time	Med	<p>Use outdoors wherever possible for break and lunch times. This will enable the use of toilets to be staggered too - they should not be overcrowded. Children to bring suitable clothes - coats, sun hats to allow for this. Breaktimes are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>EYFS</th> <th>Cedar</th> <th>Elm</th> <th>Oak</th> </tr> </thead> <tbody> <tr> <td>Outdoor area</td> <td>Courtyard/ Side playground</td> <td>8.45 Bottom playground</td> <td>9.05 Alternate: Front/side playground</td> <td>9.10 Alternate: Front/side playground</td> </tr> <tr> <td>Break</td> <td></td> <td>10.30-10.45</td> <td>10.30-10.45</td> <td>10.50-11.05am</td> </tr> <tr> <td>Lunch break</td> <td>12.10-12.30</td> <td>12.25-12.45</td> <td>12.50-1.10</td> <td>12.35-12.55</td> </tr> </tbody> </table>		EYFS	Cedar	Elm	Oak	Outdoor area	Courtyard/ Side playground	8.45 Bottom playground	9.05 Alternate: Front/side playground	9.10 Alternate: Front/side playground	Break		10.30-10.45	10.30-10.45	10.50-11.05am	Lunch break	12.10-12.30	12.25-12.45	12.50-1.10	12.35-12.55	Low																														
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		Lunch breaks staggered. Children to have washed hands before lunch.	Med	<p>Lunchtime supervisors will continue to support lunch break. Teachers in hall for first 10 minutes with class to ensure all are settled. PM TA/lunchtime supervisor then to take individual class outside, rota for each class as follows:</p> <table border="1"> <thead> <tr> <th>EYFS</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Class (eat)</td> <td>LG 11.40-12.10</td> <td>CC 11.40-12.10</td> <td>LG 11.40-12.10</td> <td>LG 11.40-12.10</td> <td>CC 11.40-12.10</td> </tr> <tr> <td>Out (break)</td> <td>CC &amp; ZW 12.10-12.30</td> <td>LG &amp; ZW 12.10-12.30</td> <td>LS 12.10-12.30</td> <td>CC &amp; ZW 12.10-12.30</td> <td>LS 12.10-12.30</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Cedar</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Hall</td> <td>SG &amp; SC 12-12.25</td> <td>SG &amp; SC 12-12.25</td> <td>SG &amp; SC 12-12.25</td> <td>SG &amp; SC 12-12.25</td> <td>SG &amp; NC 12-12.25</td> </tr> <tr> <td>Out (break)</td> <td>NC 12.25-12.45</td> <td>SG 12.25-12.45</td> <td>SG 12.25-12.45</td> <td>NC 12.25-12.45</td> <td>SG 12.25-12.45</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Elm</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Hall</td> <td>SG 12.30-12.50</td> <td>SC 12.30-12.50</td> <td>SC 12.30-12.50</td> <td>SG 12.30-12.50</td> <td>CC 12.30-12.50</td> </tr> </tbody> </table>	EYFS	Mon	Tues	Wed	Thurs	Fri	Class (eat)	LG 11.40-12.10	CC 11.40-12.10	LG 11.40-12.10	LG 11.40-12.10	CC 11.40-12.10	Out (break)	CC & ZW 12.10-12.30	LG & ZW 12.10-12.30	LS 12.10-12.30	CC & ZW 12.10-12.30	LS 12.10-12.30	Cedar	Mon	Tues	Wed	Thurs	Fri	Hall	SG & SC 12-12.25	SG & SC 12-12.25	SG & SC 12-12.25	SG & SC 12-12.25	SG & NC 12-12.25	Out (break)	NC 12.25-12.45	SG 12.25-12.45	SG 12.25-12.45	NC 12.25-12.45	SG 12.25-12.45	Elm	Mon	Tues	Wed	Thurs	Fri	Hall	SG 12.30-12.50	SC 12.30-12.50	SC 12.30-12.50	SG 12.30-12.50	CC 12.30-12.50	Low		
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			Breaktimes and lunch breaks staggered.	Med	<p>Staff room used at different times for different bubbles. A maximum of 4 members of staff should use the staff room at any one time.</p> <p>Where possible, staff should eat in their classrooms. Staff room cleaned by staff after use.</p> <p>For the latest advice about managing playgrounds and outdoor gyms see:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p>	Low																										
			Office space try to minimise or prevent hot desking	Med	<p>Each admin member of staff has their own desk and own computer.</p> <p>Office space to be well ventilated.</p> <p>Window hatch only to be used at a safe distance..</p> <p>Parents phone for an appointment/ to speak to admin staff.</p> <p>Office staff to wear masks when dealing with members of the public and moving around school.</p> <p>Only one member staff allowed in office other than admin at any one time, maintaining 2m distance.</p>	Low																										
					<ul style="list-style-type: none"> <li>•Shielding of CEV staff and pupils was reintroduced on November 5. CEV staff now strongly advised to work from home, as detailed in guidance  <a href="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">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</a></li> <li>•The school will refer to detailed guidance and HR advice from the Trust in managing any pregnant staff.</li> <li>•The school must support school members in quarantine if requested after travel abroad.</li> <li>•Staff giving first aid should attend to the patient as a priority and may use easy to hand PPE if available. If not available they should follow careful handwashing and other hygiene routines after giving first aid.</li> <li>•Out of school provision (eg sports clubs from external providers) can restart IF in harmony with school measures</li> </ul>																											





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6	Safeguarding	Staff, pupils parents, guardians,	Identifying where additional training is required	Med	POM/CC/RS all DSL trained.	Low	All staff	Ongoing
			Pupils with EHCP	Med	Pupils with EHCPs have been monitored to ensure they do not fall into CV and CVE categories and where one to one support is necessary staff will wear face coverings and where possible maintain a 2 metre distance from pupils.			Daily practice
			Keeping the gates open for longer than normal - monitoring adults and young people accessing the site	Med	Monitor the individuals arriving at school. Teachers to take care when dismissing children from classroom. Registers to be checked carefully daily. All absences to be followed up quickly each morning. Given that school gates are open until 9.20 and will reopen at 2.50pm, children will only be allowed outside during these times under careful supervision of their bubble leader.	Low		
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
7	Catering		Reinstating school catering	Med	Caterlink to ensure correct hygiene measures and social distancing in the kitchens. Initially sandwich dinners in hall, move toads hot lunches cooked on site. <b>CHECK CHILDREN WITH ALLERGIES AND REMIND ABOUT NUT FREE SCHOOL.</b> <b>UFSM and PP have been contacted about the new catering arrangements as have all parents. Water must be available for all children.</b>  Normal dinner service resumed serving hot dinners in hall on a staggered timetable. Tables will be cleaned inbetween sittings, Food will be served on plates or flight trays not previously touched by children. Cutlery will be handed to children to prevent them touching it beforehand. Catering staff will wear face coverings and gloves when serving dinners and moving around buildings.	Low	All staff	Ongoing
					<a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a>			Daily practice

					<a href="#">guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>			
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
8	Educational Visits		Educational visits will not take place during the first part of the Autumn term.		School visits risk compromising the integrity of the bubbles by mixing with other schools/ public in venues. School will make use of outdoor spaces to support delivery of the curriculum. Overnight visits remain under review by the Government		All staff	Ongoing  Daily practice
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
9	First Aid  Accidents\ incidents	Staff, pupils, visitors	First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.	low	Check whether staff need refresher training in First Aid. First Aiders need support and training in use of PPE. Quarantine room is located upstairs or corner of main reception if unable to access stairs, plus use of staff toilet – would both need deep clean after use for member of school community with symptoms Training about how to look after a person ill with CV. <ul style="list-style-type: none"> <li>Also bring to staff attention Kawasaki symptoms:</li> <li>red ("bloodshot") eyes.</li> <li>a pink rash on the back, belly, arms, legs, and genital area.</li> <li>red, dry, cracked lips.</li> <li>a "strawberry" tongue (white coating with red bumps on the tongue)</li> <li>a sore throat.</li> <li>swollen palms of the hands and soles of the feet with a purple-red colour</li> </ul> Staff giving first aid should attend to the patient as a priority. PPE will be on hand (in first aid bags, in class emergency packs or in quarantine room). Where PPE has not been used, careful handwashing and other hygiene routines must be followed after giving first aid	Low	First Aiders All staff	As applicable Ongoing  Daily practice
			Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.		Normal reporting of accidents to Head, Governors, Trustees  Reporting of COVID – 19 cases to Trust – communicate CAREFULLY to parents.			

			Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students		No high risk activities to take place in order to minimise the risk for children. This should make First Aid less likely to be needed			
	<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing? (Existing Controls)</b>	<b>Low/ Med/ High Risk?</b>	<b>What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL</b>	<b>Residual Risk Level Low/ Med/ High</b>	<b>Action - INCLUDING MONITORING Who?</b>	<b>When?</b>
10	Wrap Around Provision		Reinstating wrap around provision	High	Breakfast Club and After school club will take place in the hall. Children to be kept in their class groups only, split into 4 areas Limited to essential attendance where parents are working and have no alternative Reduced capacity to prepare food. Cleaning to take place after each session. Hand washing facilities and hand sanitiser available. Lidded bin in the hall for tissues. Staggered timings – may impact on safeguarding. Staff to be vigilant with pick ups and attendance.	Med/ Low	All staff	Ongoing  Daily practice
	<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing? (Existing Controls)</b>	<b>Low/ Med/ High Risk?</b>	<b>What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL</b>	<b>Residual Risk Level Low/ Med/ High</b>	<b>Action - INCLUDING MONITORING Who?</b>	<b>When?</b>
11	Emotional distress of the staff - including anxiety		At least one SLT member of staff on site every day for staff to share concerns with Staff to be included in decision making, risk assessments / setting up of rooms. Review staff work and rest rooms to ensure social distancing can be adhered to Have details of counselling available	Med	SLT will be available at school and can also be contacted by email/ phone if necessary. Staff will be setting up their rooms before the holiday. Consultation about changes to timetables in September. Staff break areas set up around the school so social distancing/ not mixing bubbles can be adhered to. Details of help for staff available – Ed Psych, ELSA and counselling.	Med/Low	All staff	Ongoing  Daily practice
	Emotional distress of the pupils		Pupils to be supported by staff Look at ways of being able to support a child if in need of comfort. SEN pupils - review assessments to be able to further assist pupils	Med	Pupils supported by staff - additional PSHE. Transition meetings in July where children have shared concerns with teachers. Decide on alternative ways to comfort a child if necessary. Review SEN pupils who made need further risk assessments around them	Med/ Low		

			who will not understand the changes					
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
12	Music		Minimising the risk of infection during music lessons	Med	Singing, shouting and playing some instruments increases the risk of infection. Classes kept in consistent groups for music lessons. Singing and playing of musical instruments should take, where possible, outdoors. If playing instruments indoors larger rooms e.g. the hall, should be used to allow better ventilation. Children should be positioned side by side. Instruments should not be shared and must be cleaned between use. Percussionists should have their own sticks. Limit handling of any music scores. In music lessons observe social distancing where possible. Keep background or accompanying music to levels which do not encourage individuals to raise their voices unduly.	Low	All staff	Ongoing  Daily practice
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
13	PE		Minimising the risk of infection during PE lessons	Med	Classes kept in consistent groups for PE lessons. External coaches can and will be used. They will follow the guidance and will also follow protective measures. Children to wear their P.E. Kit to school on their P.E. days. This prevents changing. Outdoor spaces used whenever possible for PE. When the hall is used, maximise distancing between children. All windows opened to allow for increased ventilation. Contact sports to be avoided. All equipment to be cleaned. Active mile and active break and lunch times to be encouraged. Specialist PE teachers will be asked to minimise their contact from other staff and to maintain social distance from pupils, wearing face coverings and cleaning all equipment after use.	Low	All staff	Ongoing  Daily practice

	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
14	Managing Customers, parents Contractors and visitors	Staff including cleaning and catering staff, pupils, Visitors. contractors	<p><b>Contractors</b> Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Maintaining a record of all visitors - essential for Track and Trace</p>	Med	<p>Contractors will only be allowed into school for emergencies or for planned maintenance and they will be encouraged to come out of school time (where possible) and use minimum walk way through school. No other visitors will be encouraged or allowed into school No volunteers in school during this time. Planned maintenance visits before or after school if possible. Record of all visitors maintained. Visitors have to adhere to social distancing and hand hygiene like rest of school community. Anyone displaying signs of illness – will not be allowed into school. Contractors will be required to wear a face covering in school.</p>	Low	All staff	Ongoing
			<p><b>Parents</b> Changing pupil drop off and collection so that no parents enter buildings when simply dropping off or picking up. Communicate new rules to parents. Construct parental waiting zones 'supermarket style'. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p>	Med	<p>Staggered starts and finish for parents will be communicated clearly. Other communications encouraged through email or socially distanced discussion outside. Supermarket style lines are in place, 2m apart for queueing to drop off or pick up children. Children to be ready for home and parents asked to be prompt and not to wait around and chat to each other. Parents to socially distance outside classrooms. Admin staff to act as hosts and be very strict about entry of visitors only with previous appointment to school and communicating the guidelines to the visitors. Admin to look for signs of illness and not allow visitors in if concerned. Entry and exit routes for visitors and contractors very clearly thought out to minimise contact with different classes.</p>	Low		
			<p><b>Specialist, Therapists, Clinicians and Support Staff for SEND Pupils</b></p>		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Any visitors to school will need to be recorded in order to track and trace should this be necessary. Immunisations, including the annual flu jab will now be delivered in school. Entry and exit routes for visitors and contractors very clearly thought out to minimise contact with different classes. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Any visitors to school will need to be recorded in order to track and trace should this be necessary. Immunisations, including the annual flu jab will now be delivered in school. Update 4.11.2020 – this is likely to change again during the</p>			

			<b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b>	Med	lockdown. Goods that arrive on site e.g. post, parcels, milk, to be cleaned before being handled by staff members	Low		
			Cleaning procedures for goods and merchandise entering the school site.					
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
15	Fire Safety		Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable.	Med	Fire safety routes – all classes will have their own exit route – children to be taught to exit and remain in their class group. Fire drill during the first week back.	Low	All staff	Ongoing  Daily practice
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
16	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff including cleaning and catering staff, pupils, Visitors, contractors	Wearing a face covering or face mask in schools  Staff wearing a face covering in a busy situation outside of their bubble	low	Staff not required to wear a face mask in the classroom as it is not recommended however individual cases will be looked at where a member of staff feels vulnerable. Staff may wish to wear a visor when teaching. A mask may be worn when a member of staff moves around the classroom. Children not required to wear masks – other hygiene measures recommended and will be followed. Staff will be able to use a minimum PPE if negotiated and as long as it does not interfere with their work Staff will be required to wear a mask at the start and end of the day when meeting with parents. A mask should be used when outside normal class teaching space. All staff will be trained on how to use a face mask or visor safely. School will provide each member of staff with a visor and will hold a stock of face masks.	Low	All staff	Ongoing  Daily practice  When applicable
			Staff wearing a face covering in a busy situation outside of their bubble		Staff will be required to wear a face covering at the start and end of the day when meeting with parents. A mask should be used in a busy shared corridor. All staff will be trained on how to use a face mask or visor safely. School will provide each member of staff with a visor and will hold a stock of face masks.			

			Visitors to the school will be required to wear a face covering		Visitors to the school are to be kept to a minimum. Any visitors to the school will be required to wear a face covering.			
			PPE to be used if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school	Low	PPE should be worn if a child becomes unwell with symptoms of coronavirus whilst in setting and needs direct personal care until they can be picked up. If a distance of 2m cannot be maintained then a Fluid resistant surgical face mask will be worn by the supervising adults. Gloves and disposable apron can also be worn if risk of coughing over supervising adult is likely. Used PPE must be disposed of in a lidded bin. One set of PPE equipment has been ordered for each classroom. Replacement PPE has been purchased and is available in case of use. All staff will be provided with a face shield to use in specific ways.	Low		
			All teachers will have access to emergency PPE They may be asked to carry this for use in an unpredictable situation (such as helping an ill pupil or colleague on the playground).	Med	PPE may be required when administering first aid PPE may be worn when intimate care is being given to a child. PPE is available in grab bag first aid kits for use on playground. PPE must be disposed of in a lidded bin after use.	Low		
	What are the Hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Low/ Med/ High Risk?	What further actions are necessary DETAIL OF APPROACH AT SCHOOL LEVEL	Residual Risk Level Low/ Med/ High	Action - INCLUDING MONITORING Who?	When?
17	Remote Education Support	Pupils	We have set up and successfully used Tapestry. We have moved children up to their new year group and added co-teachers who will introduce themselves to children. Tapestry will continue to be used for homework and messages to ensure we are confident it works for all parents and children.	Low	Alveley Primary needs to be in the position to offer immediate remote education should the need arise. Our response will be: <ul style="list-style-type: none"> <li>• Dependent on the notice given, learning packs may be photocopied for children to take home, they can also be sent by email.</li> <li>• Children will access their work on Tapestry.</li> <li>• Children will receive the same learning opportunities in the same range of subjects as if in school.</li> <li>• Work will be checked by teachers and teaching assistants.</li> </ul>	Low	All staff	Ongoing  Daily practice

## If more hazards are identified please add more boxes

### D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
  
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premises, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premises checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

### Communication to all parties is essential:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

**E. Circulation List**

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Sarah Godden	CEO		
Karen Cook	H & S Lead for Trust		
Judy Mondon	Chair of Trustees		
Geoff Baker	LGB - chair		
Paul O'Malley	Headteacher		
Catherine Coleman	A.H. / EYFS		
Rob Smith	Y5/6		
Anne-Marie Kinnersley	Y3/4		
Victoria Thompson	Y3/4		
Kate Underhill	Y1/2		
Louise Guest	EYFS		
Sally Green	Admin		
Lauren Sherry	TA		
Trudi Henshaw	TA		
Lisa Yeomans	TA		

Nicola Clark	TA		
Sarah Carr	TA/Lunchtime supervisor		
Zoe Watling	TA		
Sarah Graham	TA/Lunchtime supervisor		
Jackie Jones	Cleaner in charge		
Steph Preece	Cleaner		

#### Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"> <li>Perimeter fencing, hedges, gates etc.</li> <li>Trees</li> <li>Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>Boundary integrity</li> <li>Risk assessments up-to-date; no damage</li> <li>Secure – waste collection still occurring</li> </ul>		
<b>Building:</b> <ul style="list-style-type: none"> <li>Roof (inc. chimneys)</li> <li>Facias, gutters, downpipes</li> <li>Walls</li> <li>Windows</li> </ul>	<ul style="list-style-type: none"> <li>Defects or damage</li> <li>Doors opening properly with no restrictions</li> <li>No defects or damage; in working</li> </ul>		

<ul style="list-style-type: none"> <li>• Exterior doors</li> <li>• Door canopies</li> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<p>order</p> <ul style="list-style-type: none"> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>		
<p><b>Interior:</b></p> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> <li>•</li> <li>• No slip or trip hazards</li> </ul>		
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects /</li> </ul>		

<ul style="list-style-type: none"> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<p>vermin; dispose of food past sell-by date; enhanced cleaning</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> </ul>		

<ul style="list-style-type: none"> <li>Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>		

#### Appendix B:

Following a DFE update on 29<sup>th</sup> August we also note the following:

- Shielding of staff and pupils was paused on 1<sup>st</sup> August 2020. It may be reinstated for those who are ‘clinically extremely vulnerable’ where local lockdown measures are in place.
- The school will refer to detailed guidance and HR advice from the Trust in managing any pregnant staff.
- The school must support school members in quarantine if requested after travel abroad.
- Staff giving first aid should attend to the patient as a priority and may use easy to hand PPE if available. If not available they should follow careful handwashing and other hygiene routines after giving first aid.
- Out of school provision (eg sports clubs from external providers) can restart IF in harmony with school measures and relevant guidance.
- EHCP – we should risk assess with LAs if a pupils needs better met at home (for pupils with medical needs).