

**Background**

As you will be aware additional advice has been provided by the Government to help you welcome back more children onto your site from early years to primary school and eventually to high schools. Please see main documents attached. Over the forthcoming weeks you must ensure that you check for additional and updated guidance relevant to educational settings and update risk assessments accordingly.

The Government makes it clear that schools must have risk assessments in place to show that you and your team have considered the significant risks associated with COVID-19. This particular type of risk assessment will be new to some of the schools we support, whilst for other schools that have remained open to smaller numbers of students (to help support key workers and vulnerable persons) it will be a matter of updating existing risk assessments.

**This pack and the support it offers**

As well as providing the link to the Government guidance, we wanted to remind you that as an SLA customer we are here to actively support you and your team. This pack can be used to supplement the processes you may have in place and it will also support those of you opening up your building.

All the documents provided are generic **and it must be developed to suit the needs of your own school.**

**Document One** is a basic compliance checklist. This can be used by Site Managers, Caretakers, SLT, etc. to help you ensure that your building is safe to reoccupy. You may need to liaise with other competent persons (Facilities Management, Robertsons, etc.) when completing this form.

**Document Two** could be used at a pre meeting, when your school is meeting to discuss opening the site or increasing the number of persons on site. It poses questions relating to a school environment and invites you to consider the plans you have in place; you can add or delete sections as needed. Schools with a current SLA can invite a member of the Health Safety & Wellbeing Team to attend a virtual meeting via Teams or Skype to support your discussion.

**Document Three** is a very generic guidance-based risk assessment. It provides lots of example control measures, but you will need to add or remove hazards and controls to make this document suitable for your own site.

**Additional support**

Please contact the Health Safety & Wellbeing Team if you would like any further information via [chst@bolton.gov.uk](mailto:chst@bolton.gov.uk) or 01204 3369698 9am – 5pm Monday – Friday. We are here to provide sensible and proportionate advice. **Schools who do not purchase a H&S SLA with the Council should continue to contact their own H&S Competent Person(s) for support.**

## Document One – Generic Compliance Checklist

### **Compliance - introduction and action needed.**

As schools prepare to reopen, they will need to consider what action they need to take to ensure the premises and equipment on site are safe to use. This will depend on action taken by the Site Team or Caretaker whilst the building was closed or providing a reduced service.

Some initial checks are needed to confirm the current situation and action needed. This might include,

- Speaking to key staff to establish the current situation, e.g. speak to your building or Facilities Manager if you have one. Their knowledge of the building and the compliance checks completed is essential to your building management. They should be able to complete and add to the table below to help you.
- Speak with staff in higher risk areas Science, DT, Art, etc. What do they need to do to reopen their work areas for use? What guidance are they going to follow?
- Liaise with your competent FM provider (if you use one) Client Team, Diocese etc.
- Liaise with Asset Management.
- Speak with your competent contractors for advice (if needed).

Ensure you record any advice you are given, prioritise actions for as and when things start to return to normal and consider contingency planning if needed.

The log sheet below can be completed to capture:

- The checks you are completing to keep your site safe.
- Statutory checks, when they might need completing, any delays and the action needed when your site prepares to reopen.

The table lists main compliance topics for a business/school site, but it is generic in nature and will need developing to suit your own site.

Compliance area and sub-topics	DATE completed	DATE due	CONTRACTOR used by your business area	PHONE No	HOW OFTEN does task need completing	REMARKS - why there might be any delay - action to be taken prior to site reopening
<b>Fire Safety</b>						
Fire risk assessment in place?	20/7/17		Total fire services			
Fire alarm panel checked/serviced?	Aug 2020	Jan 2021	Automatic Alarms	01204 393883	6 monthly	
Fire extinguisher servicing up to date?	Oct 2020	Oct 2021	Automatic Alarms	01204 393883	Annually	
Fire alarm checks up to date?	weekly		In house		weekly	
Emergency lights checked?	Aug 2020	January 2021	Service by Automatic Alarms In house checks	01204 393883	6 months service Weekly	
Call points checked?	weekly		In house		Weekly	
Means of escape, fire doors, housekeeping checked?	weekly		In house		Weekly	
PEEPS for those that need them?						
<b>Building condition visual check</b>						
Internal completed, findings recorded, and issues acted upon?			In house		weekly	
External completed, findings recorded and acted upon?			In house		weekly	
<b>Electrical safety</b>						
PAT testing up to date?	4/5 Dec '19	Dec '20	Parr Group	0333 2027752	Annually	PAT test update on 4 <sup>th</sup> January 2021
Fixed appliance tests up to date?	4/5/Dec '19	Dec '20	Parr Group	0333 2027752	Annually	Test update on 4 <sup>th</sup> January 2021
Fixed wire test up to date?	Sept '20	Sept '21	Parr Group	0333 2027752	Annually	
<b>Gas Safety</b>						
Gas safety check certificate up to date?	Sept 2020	Sept '21	Magnalls	01942 812953	Annually	

Tree Safety						
Tree Survey up to date? Outstanding work completed?	27/6/18					
Visual inspection of trees and environment before school reopens – actions recorded	Nov '20					
Classroom Specific						
Fume cupboards – test in date?						
Workshop machines – test/service in date?						
Workshop LEV – test in date?						
Science/Chemicals pre checks completed for reopening labs and prep rooms?						
Pre checks of other classrooms or subject specific areas in place?						
Legionella						
LRA up to date?	Nov '20	Nov '21	GMS	01257 424459	annually	
Temperature checks completed and recorded?	30/4/20	Jan '20	In house		Monthly in house	
Non conformities actioned?	Y	Y				
TMV servicing up to date?	Aug 2020	Jan '21	GMS	01257 424459	6 monthly	
Servicing of boilers in place?	Sep '20	Sep '21	Magnalls	0779 8652048	Annually	
Flushing of infrequently used outlets recorded -	Y	Y	In house		weekly	

include if full flush of system needed						
<b>Asbestos</b>						
RA up to date?	Y		Inspected weekly			
Are contractors reviewing the survey as they come onto site	Y					
Site team inspection of asbestos for deterioration prior to opening?			Inspected weekly for any disturbance			
<b>Minibus</b>						
Minibus MOT						
Minibus safety inspection complete?						
<b>Confirm welfare and first aid provision</b>						
Welfare facilities - soap, paper towels in place? Hand sanitiser?	Y				Daily	
Building clean to suitable standards with cleaning materials?	Y				Daily	
First aid provisions stocked?	Y				Weekly	
Name(s) of persons completing this table	Darren Ratcliffe					Date completed 22/5/20

## Document Two – Discussion template

### Reopening discussion template – to be adapted to suit the needs of the school.

Activity	Comments/Issues/Controls & Solutions
How many students will we be able to accommodate safely on the premises at one time? How will we come to this figure?	Desks are arranged to promote children facing forwards / next to each other from Year 2 to Year 6. Restrictions to Year 1 (Autumn 2020) and Reception – time limitations on children seated close to each other in, for example, whole class sessions. No whole school assemblies or whole school break times – schedule produced.
How will I ensure all Health & Safety/statutory compliance checks are up to date?	RA pg 3-5
How will we manage pupils coming to school and being dropped off? – consider vulnerable/social needs transport	Staggered drop off times. 4 groups arranged by initials of families surnames. 5 minute window from 8:40am – altered from Re-opening Plan – 10 minutes was more than enough for entry to be safely distanced so adjusted Parents informed of these times – newsletter and reminded regularly
How will we get pupils onto the school site and into the premises? – consider a specific point if needed	KS1 via KS1 playground gate then via external doors for each room KS2 via KS2 gate then Y3/3 or Y5/6 entrance <span style="float: right;">All at staggered times</span>
What lessons will we deliver and how (including group sizes, cohorts, desks, resources)	Basic skills catch up, PSHE/MH, curriculum catch up knowledge from missed learning in summer 2020 and outdoor learning in 'bubbles. From Spring 2021 – re-emphasis more on foundation subjects.
How will we manage break times? – consider areas to be used/staff available/pupils requiring additional support	Staggered breaks. Reception as and when; Y1/2 = KS1 playground split into 2 halves; Y3 and 5 - KS2 playground split into 2 halves; Year 4 and 6 - a separate session where the KS2 playground split into 2 halves. These KS2 allocations also mean that the entrances and their hygiene facilities are for one class only
How will we manage lunch times – consider the above points	Rec then Y1 in the hall after which it will be carefully cleaned. Staggered lunches for class – as for break times. A one way system where Y2 then Y3 then Y5 then Y4 then Y6 collect lunches from hall to eat in classes – see Re-opening Plan
How will we manage pupils going home – as above, a specific point?	Staggered pick up times. 4 groups arranged by initials of families surnames. 5 minute window from 3:10pm – see Re-opening Plan Parents informed of these times – newsletter and regular reminders
How will I stop congregating and manage minimal movement around school – consider out of bounds areas and how this will be controlled	Bubbles restricted to classroom except at breaks and when there has been rearranged / planned use of outside environment. All staff clear about the expectations – 1 <sup>st</sup> Sept reopening day and in the Re-opening Plan updated and emailed and sent out on 3/1/21 and on website for parents in newsletters section Staff allocated staff breakout rooms and children only to use specific toilet areas
Do I need to put makings down on the floor or introduce a one-way system?	On fencing rather than on floor on entrance pathways. Taped fencing, signage and staff supervision. Markings on floor in hall for lunchtime waiting

How will we prepare classrooms, remove items not needed and keep the area as clean as possible?	Prepared over the Summer Break and adjusted as required during Autumn term ie practicalities supported by H & S requirements
How will I support SEND pupils?	Continuation of differentiated work dependent on the needs of the child but with social distance guidance in place. SEN and TA support allocated. Support / intervention to take place only in areas allocated to bubbles and carefully timetabled as required.
How will I ensure my cleaning regime is thorough and fit for purpose – consider who to liaise with, asking staff to raise concerns	Ongoing discussion and liaison with JW cleaning services Class cleaning ‘stations’ for staff to use. DJ in school from 7:00-12:00pm to supervise hygiene in the morning and cleaning staff in school in afternoon in their role as SMSA.
How will waste be removed and how frequently?	Morning (checked) , lunch and after school according to government guidelines
What will seating arrangements be – pupils/staff?	Desks are arranged to promote children facing forwards / next to each other from Year 2 to Year 6. Restrictions to Year 1 (Autumn 2020) and Reception – time limitations on children seated close to each other in, for example, whole class sessions.
How will I manage first aid provision?	Checked regularly by SMSA allocated to the role
How will I manage fire evacuation/invacuation?	1 <sup>st</sup> two weeks back - drills re-practised with bubbles – as part of usual good practice.
How would I deal with other emergencies – consider needs/availability	PEEP if required Staff have phones with them at all times – playgrounds also have phones in the PPE / first aid box
What will my main barriers to social distancing be and how will I manage them?	All but especially younger children – rules, rules, rules Face masks / screens in corridors and communal areas for staff in accordance with Gov.uk and LA guidelines. Shared with staff again 4/1/21.
How will I liaise with and support teaching staff and others on site?	Staff have phones with them at all times
How will I communicate with parents?	Office – telephone, text and email
How will I manage effective handwashing?	Everyone reminded on return of rules and routines drilled with children after all staff are reminded of expectations 4/1/21 On entry to school, after using toilet, after break, before eating lunch, after lunch, after break , before leaving for home. Lots of signage – checked and refreshed.
Am I happy we have sufficient soap and sanitiser on site?	Re-stocked and this will be monitored by DR 3 x sanitiser stations (5 in total) at KS1 gate, 1 at Reception gate, 1 on KS2 path and 1 on KS2 playground near Y5/6 doors. All sinks have soap dispenser. All rooms have hand sanitiser as well as class ‘cleaning stations
Who and how will contractors be managed?	No entry unless necessary and by prior arrangement
How will visitors be managed?	No entry unless necessary and by prior arrangement – see also risk assessment
Name of person(s) involved in the discussion	All staff – re-shared, discussed and reviewed on 4/1/21 All gobs - updated version shared with them 4/1/21 Parents told it is available on request and in the pre re-opening documents on web site 4/1/21

## COVID 19 Schools Generic Guidance Based Risk Assessment




**IMPORTANT PLEASE READ** - This is a generic, guidance-based risk assessment that schools may want to use to help them consider some of the risks that staff and pupils may encounter on site relating to COVID-19.

**ACTION YOU NEED TO TAKE** – This assessment must be amended by you, to reflect how you are managing the risk from COVID-19 on your site.

Read through this generic risk assessment and use it as a template for you to complete a school specific risk assessment. We advise you to use information in this assessment with the most current Government guidance. You should also consider the experience you and your team may have developed when supporting key worker children. The assessment checklist may also be a useful tool in the development of your assessment.

**\*If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.**

<b>Task/Activity:</b> Schools wanting to reopen or increase numbers of students on site during the Coronavirus (Covid-19) outbreak.	<b>Date assessment completed:</b> 25 <sup>th</sup> May 2020 Updated 26 <sup>th</sup> May 2020 Additional update 23/7/20, 28/8/20, 4/1/21	<b>Review Date:</b> On-going/on a weekly basis
<b>Brief Details of Task/Activity:</b> To assess the risks of opening school from 1 <sup>st</sup> June and ensure that measures are put in place to minimise the risks identified.	<b>Assessment completed by:</b> S Charnock	<b>Signature:</b>

1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing to control the hazard?	4. What further action or additional controls are required	5. Risk rating after controls to be finally agreed as a staff	6. Action by who	7. Action by 1/9/20 unless stated below	8. Date completed
e.g. slip/trip hazards, electricity, manual handling, work equipment	e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc	 St Andrews School Reopening Policy v5	(if necessary)	D	SC SLT GOVS		These are ongoing
<b>School reopening without due consideration and procedures put in place</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g.	<u>Many of the controls measures in this section are identified again/expanded upon in the other sections below This section is aimed at considering how we will prepare our school to open or to welcome greater numbers of children onto site</u>	Head Teacher (HT) /SLT to confirm actions have been taken and the school prepared for this phase.				



	<p>pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• School and site team to work together and discuss how persons will come onto site, move around on site and leave the site safely, e.g. one-way systems, floor markings – as per Government guidance.</li> <li>• SLT/site team will work together to identify how to reduce congregation of students and identify possible ‘pinch points’ on the site (see document 2).</li> <li>• Staff to decide what non-essential play or learning resources can and should be removed and take action to do this.</li> <li>• Identify and put in place enhanced cleaning regimes across site. Work with site team as needed to identify areas which need additional cleaning if required.</li> <li>• HT to ensure daily updates are communicated to staff, the school website is updated, and relevant information is communicated to parents/carers.</li> <li>• Staff/SLT to meet weekly either by zoom or by socially distancing in school.</li> <li>• Use of CPD day on 4<sup>th</sup> January to remind staff of expectations, routines and to ensure consistency across the school.</li> <li>• Reviewed re-opening policy shared with staff 3/1/21</li> <li>• HT to continue visitor management that determines how visitors will be reduced to essential persons only.</li> <li>• HT will approve all visitors to site.</li> <li>• Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines.</li> <li>• Parents/Carers are instructed via school spider to monitor their child’s health and should not send their child to school if they or another</li> </ul>	<p>Risk Assessment to be shared with Governors and with parents on request</p>				<p>Shared to governors on 27/7/20 and staff 17/7/20 and 1/9/20 and 4/1/21</p> <p>discussed 4/1/21</p>
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		member of their household is displaying Coronavirus symptoms.					
<b>Building compliance checks not completed or the school site is not sufficiently clean to <u>prior to opening</u></b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection/ legal, financial and reputational risk – not ensuring the building is safe for use	<ul style="list-style-type: none"> <li>• Head Teacher/Office Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon.</li> <li>• HT/OM/SM liaise with LA H&amp;S team for advice as needed.</li> <li>• HT/SLT to regularly review if any area/s of the school need a more intensive clean after re-opening or seek advice from DoE or other authoritative body if needed.</li> </ul>	<p>Ensure documents demonstrating compliance checks are in place.</p> <p>Ensure that points of action are being carried out.</p> <p>Current cleaning schedule has been updated</p>	D	SC LP DR SLT		<b>25/5/20</b>
<b>Poor communication with staff parents/governors/visitors</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• This RA and controls will be discussed with staff by the HT and on CPD day on 4<sup>th</sup> January. This will be shared prior to the meeting and comments welcomed.</li> <li>• Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons by email and the website.</li> </ul>	Establish appropriate communication strategy for both staff, students and parents/others	D	SC SLT LP PB		1/9/20 and 4/1/21
<b>Cleaning regime not sufficient for</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff,	HT/OM/site team to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens or increases numbers by considering:	Keep cleaning regime under review daily.	D	SC JSh SLT		<b>19/5/20</b> Reviewed 24/7/20 4/1/21

<p><b>needs/numbers on site</b></p>	<p>Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• Owing to numbers and space available all areas of school will be open but in self-contained bubbles.</li> <li>• Which areas will be high-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells?</li> <li>• Consider how bodily fluid cleaning will be managed? Evacuate the room / area if possible. Through our independent cleaning provider 'JW Cleaning' or use of PPE to clean thoroughly</li> <li>• How will these be cleaned and how often? Throughout the day, after each school day.</li> <li>• How will desks, IT equipment/telephones be cleaned by staff and how will this be communicated? Cleaning stations in each classroom / working space.</li> <li>• Which play equipment/resources can be removed for the time being, put into temporary storage, ensuring this is done, including items such as soft furnishings/difficult to clean items. Moved to the side of classroom and covered with plastic sheeting. Children will not have access to soft toys etc. Soft covered chairs to be moved to the side of staff rooms and put out of use.</li> <li>• Teaching staff to identify play or other equipment in their area which needs cleaning and how this will be done? CPD Day 4/1/21</li> <li>• HT/SLT to communicate cleaning regime with others.</li> <li>• Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids.</li> <li>• HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with JW Services.</li> </ul>	<p>Current cleaning schedule has been updated</p> <p>Monitor the use of bins / hand sanitiser / soaps etc</p> <p>Each class has a cleaning 'station' containing hygiene products</p> <p>Ensure that the cleaning stations are being replenished with cleaning products</p> <p>Where possible remove all non-essential classroom equipment and store in nominated areas which could be in the classroom</p> <p>Assessment of PPE requirement and training for those</p>		<p>JW Cleaning KP / EH</p> <p>KP / EH DR</p> <p>SC –</p>	<p>Video seen by</p>	
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		<ul style="list-style-type: none"> <li>• Staff and pupils are encouraged to use E-bug resources on <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> - an interactive site on how to stop germs spreading.</li> <li>• HT to confirm that waste bins will be emptied more regularly/ at least 2 times per day and reassessed weekly.</li> <li>• HT to ensure that, where assessed as needed school to follow PHE/Gov.uk guidance on the use of PPE to protect against coronavirus.</li> <li>• School to consider if the current disposal of any used PPE or cleaning products is adequate.</li> <li>• School to continue to seek advice updates from cleaning team/LA or DfE as needed regarding cleaning of the premises.</li> </ul>	<p>using such equipment</p> <p>Yellow sacks purchased. Disposal according to gov.uk guidance and as advised by H&amp;S team when required.</p>			all staff 3//6/20	
<b>Lack of cleaning products on site</b>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• HT/OM to establish what cleaning products are needed and ensure there is a continued sufficient supply on site: <u>consider plan B in case products are hard to source.</u></li> <li>• Reminder to staff and others that soap and water are the best products to use to maintain clean hands.</li> <li>• HT/SLT/OM/DR/Cleaning Staff to monitor the amount of cleaning products such as soap, sanitiser, paper towels, toilet roll, disposable cloth, bin liners etc and order when supplies are low, not when they have ran out. All staff to help with this.</li> </ul>	<p>Review of current cleaning product stock levels and ensure that adequate levels are maintained. Use of JW services if difficulty in sourcing Use of cluster HTs and LA for advice on alternative sources. (Plan B)</p>	D	SC LP DR SLT		Ongoing Cleaning stations Regularly replenished
<b>Vulnerable persons brought back on site – school not following guidelines</b>	<p>All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following</p>	<ul style="list-style-type: none"> <li>• HT with support from SLT will discuss which staff and students should reconsider a return to school due to medical conditions as per <a href="#">government guidelines</a>.</li> <li>• Support from HR, GPs or OH as needed.</li> <li>• Regular communications before and after any return to school to reassess the situations and the suitability of these children being in school.</li> </ul>	<p>OH support for staff who may require it. Liaison with parents/carers according to latest <a href="http://gov.uk">gov.uk</a> Section 3 'Pupil wellbeing and support'</p>	D	SC JHu JSh SLT LP DR		Ongoing  <b>Updated 27/7/20 &amp; 4/1/21</b>

	Government guidelines	<ul style="list-style-type: none"> <li>• Addendum to behaviour policy – updated according to new Gov.uk guidelines .</li> </ul>					<b>Updated 17/7/20</b>
<b>Too many staff / students/ others on site to be able to maintain social distancing</b>	All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>• Staff set up classrooms and other spaces to match their needs and is reviewed on a weekly basis.</li> <li>• Communicated to staff on CPD days on 4/1/21</li> <li>• Plans shared with gov's</li> <li>• Only 1 person to be in the school office at one time.</li> <li>• Separate staff rooms in place for the different areas around school. (KS1/ L-KS2/ U-KS2)</li> <li>• GOV.uk / LA guidelines continued to be implemented</li> <li>• Staff to wear face coverings in corridors</li> </ul>	<p>Social distancing considered tables arranged taking into account of gov.uk guidelines</p> <p>Social distancing bubbles re- identified and communicated to staff and children</p> <p>Wearing masks in corridors and in poorly ventilated communal areas</p>	D	SC JSh CT's		<b>By 17/7/20 &amp; wb 24/8/20 &amp; from 1/9/20 and 4/1/21</b>
<b>Persons congregating at the start and end of the day</b>	All persons/vulnerable persons Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• HT/DHT/SM to review how to manage and reduce persons congregating to drop off pupils and pick them up.</li> <li>• Stagger collection and drop off times into 5 minute intervals – see updated re-opening policy</li> <li>• One way system in place for children in EY to come into school along the side of the school building and exit via the school car park.</li> <li>• Car park therefore to be closed to traffic after 8:30am. One gate closed.</li> <li>• Communicate with parents and others the process to follow via school spider to build trust, highlight expectations and responsibilities.</li> <li>• No KS2 parents to come onto the site. Children to make their own way into school along the path.</li> </ul>	Guidelines set out in re-opening policy update (PDF link is above)	D	SC JSh DR LP		<b>Sent 17/7/20</b>  <b>By 1/9/20</b>  <b>From 4/1/21</b>

<p><b>Lack of/poor social distancing (including specific areas)</b></p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>HT/SLT using Government guidance) to determine:</p> <ul style="list-style-type: none"> <li>• if rooms and areas can be used whilst still maintaining social distancing? All teaching rooms including OOSC, hall, separate bubble staff rooms, AV room, Patio Areas, Playgrounds and Quadrant Area.</li> <li>• SLT to decide which lessons can continue safely and evaluate and amend curriculum lesson plans. Plans follow latest <a href="http://gov.uk">gov.uk</a> guidelines</li> <li>• Stagger breaks, lunch periods as needed and communicate this to others.</li> <li>• Contact DfE, CLEAPSS or other competent advisors for curriculum support or guidance on relevant issues.</li> <li>• Consider the main congregation areas and how HT/SLT can maintain their use or do things differently, this includes; <b>cloakrooms, corridors, halls/dining room, staff rooms, kitchen areas, offices, classrooms</b> Communicate their use or develop etiquette systems of use.</li> <li>• Safe work procedures put in place for congregation areas (lunches at desks, developing a one-way system for movement around school, using floor markings, (following Gov examples). Government guidance provides lots of tips to help schools develop their RA regarding social distancing:</li> <li>• Staff and pupils are not to gather in large groups</li> <li>• Pupils will remain in their groups, e.g. learning groups during the day</li> <li>• Staff and pupils/all persons are to walk in single file on the left-hand side of the corridors</li> <li>• Toilets are used separately/one after the other</li> </ul>	<p>Section 1: Prevention Section 3 : Physical Activity in schools</p> <p>Reopening Policy (PDF link is above) and gov.uk guidelines especially Section 1 shared on CPD day 1/9/20</p> <p>Signs up on walls</p>	<p>SLT</p>			<p>19/5/20</p> <p>Updated 27/7/20</p> <p>Updated 3/1/21</p>
<p><b>Lack of support for SEND children or those with other needs</b></p>	<p>SEND/ pupils with additional needs</p>	<ul style="list-style-type: none"> <li>• HT to identify those who might need support and ensure personal RA are developed and communicated - this should include emergency procedures and evacuation plan as needed.</li> </ul>	<p>Revisit PEEPs and update if required.</p>	<p>D</p>	<p>SC JHu</p>		<p>By 1/9/20</p>

<p><b>Support given to staff to ensure their wellbeing also dealing with conflict/concerned parents</b></p>	<p>Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions</p> <p>Possible/increased risk of infection, stress, anxiety for verbal conflict</p>	<ul style="list-style-type: none"> <li>• HT to Identify which staff who fall into vulnerable groups and offer support as per Government guidelines</li> <li>• HT to provide EAP number/access to school Occupational Health provider if required.</li> <li>• Ensure Bolton Councils Wellbeing guidance/own OH providers Wellbeing guidance is followed.</li> <li>• HT/SLT to undertake daily briefings with all staff to address other concerns they might have – staff encouraged to input how this phase can be managed.</li> <li>• Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed.</li> <li>• Current working arrangements/procedures to be reviewed initially on a weekly basis.</li> <li>• School to maintain communication with parents by School Spider</li> <li>• Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required.</li> <li>• Parents/carers/visitors can speak with staff via telephone, skype appointment only. Where face to face meetings are unavoidable, they will be held in the junior library - this will ensure 2m / social distancing can be maintained.</li> </ul>	<p>Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.</p>	<p>D</p>	<p>SLT</p> <p>MH 1<sup>st</sup> aiders – SC, JSh, DB. MW</p>		
<p><b>Poor hygiene</b></p>		<ul style="list-style-type: none"> <li>• School to follow relevant guidance relating to hygiene – Gov/PHE/NHS.</li> <li>• Staff and students reminded about good hygiene principals by HT or class teacher.</li> <li>• Students reminded to wash hands throughout the day verbally by teaching staff.</li> <li>• The class teacher will maintain hygiene supplies in his or her room. Main supplies held in the site supervisors room but there will also be a 'cleaning station' in each classroom</li> </ul>	<p>Assessment of PPE requirement and training for those using such equipment</p> <p>Regular audit of PPE resources</p>	<p>D</p>	<p>SC JSh DR</p>		<p>Supplies purchased and in school by 1/6/20 and replenished regularly</p> <p>Staff CPD days 1/6/20</p>

		<ul style="list-style-type: none"> <li>• Handwash posters displayed at all sinks and in each toilet</li> <li>• Antibacterial wipes are available for wiping in the 'cleaning station' in each classroom</li> <li>• Where identified in a RA - the correct PPE will be provided.</li> <li>• Ensure used PPE is disposed of in accordance with Government guidelines.</li> <li>• School to follow Government guidance on the use and disposal of PPE to protect against coronavirus.</li> </ul>					and 2/6/20 and 1/9/20 And 4/1/21
<b>Maintaining social distancing guidelines – EYFS/Pupils with EHCP's</b>	Staff, EYFS/Vulnerable pupils –  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• HT/OM/Teachers in this setting to use additional/specific Government guidelines to develop any additional procedures (in addition to the others in the assessment) within this area and add to this risk assessment.</li> <li>• Procedures communicated to staff and parents by Staff lines of communication (email/WhatsApp) and parents via School Spider text and email</li> </ul>	<p>Toileting – parents/carers are reminded to ensure their child has a clean nappy/pad on when they arrive at school, to minimise the number of nappy/pad changes throughout the day if possible.</p> <p>Assessment of PPE requirement and training for those using such equipment</p>	D	SLT  All staff		Supplies purchased and in school by 1/6/20 and regularly re-stocked  Staff CPD days 1/6/20 and 2/6/20 And 1/9/20 And 4/1/21
<b>Poor visitor management</b>	Staff/visitors Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• All visitors to be approved by HT only</li> <li>• All visitors met by HT (if unavailable this needs prior agreement), advised to wash hands and procedures for social distancing communicated.</li> </ul>	Deliveries left in front porch – SM to move to appropriate place after 24 hours unless PPE is used	D	SC LP DR		
<b>Staff/Pupils displaying symptoms of coronavirus</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils	<p>The HT and/or SLT will be notified immediately. Staff or pupils displaying symptoms of Coronavirus will be sent home.</p> <ul style="list-style-type: none"> <li>• Parents/Carers will be contacted to arrange for their child to be collected –</li> </ul>	Nominating of AV room for isolation and use of disabled WC	D	All staff		



<p>during school hours</p>	<p>and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• <b>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (depending on the age of the child), with appropriate adult supervision and a window will be opened for ventilation. If this is not possible, move to an area which is at least 2m's away from other people. If the pupil needs the toilet whilst waiting to be collected, they should use a separate one if possible and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.</b></li> <li>• <b>Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.</b></li> <li>• <b>The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.</b></li> <li>• School will develop a suspected coronavirus letter to be sent home with each child and parents/carers are asked to monitor the health of their child and continue to follow Government/NHS guidelines and advice from their GP.</li> <li>• Follow PHE COVID 19 early outbreak management guidelines</li> </ul>	<p>HTs office used as isolation room and sanitised afterwards</p> <p>Regular assessment of PPE availability and location. Reminders of training for those using such equipment</p> <p>Ensure COVID-19 contaminated waste is contained, bagged, labelled and disposed of correctly</p> <p>Display posters in all communal areas incl office and staff rooms</p>				<p>Staff CPD days 1/6/20 and 2/6/20 and 1/9/20 And 4/1/21</p> <p>7/9/20</p> <p>Reviewed 4/1/21</p>
<p><b>Coronavirus spreading/being transmitted in school</b></p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people</p>	<ul style="list-style-type: none"> <li>• Government advice will be followed with regards to cleaning the area where a suspected case has been verified.</li> <li>• The schools cleaning regime for suspected cases is deep clean the room as soon as is possible,</li> <li>• Governors, staff and parents will be told about a confirmed case by HT via School Spider email and text</li> </ul>	<p>Site team/caretaker to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored.</p>	<p>D</p>	<p>SC DR</p>		<p><b>As updates occur from gov.uk</b></p>

	with underlying health conditions Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Face masks to be worn by staff in corridors and hall and in close proximity with children</li> </ul>	<p>Site team/caretaker to ensure supply of PPE is available/to monitor supplies.</p> <p>Wearing masks in corridors and in poorly ventilated communal areas</p>				
<b>Unable to prepare/service school meals and snacks</b>	All pupils on site	<p>HT in liaison with School meals service will determine the procedure school will follow for preparing and providing lunches, this will be considered weekly in liaison with school catering and include;</p> <ul style="list-style-type: none"> <li>• Lunches at desks</li> <li>• Sandwiches</li> <li>• Staggered lunch times</li> </ul>	<p>Alternative to school provided meals would be children bringing packed lunches</p>	D	SC LP		
<b>Inadequate first aid and fire warden provision (including for those with additional requirements)</b>	School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP	<ul style="list-style-type: none"> <li>• HT/SLT to review current first aid procedures/fire evacuation procedures, taking in account possible reduced staff numbers and pupils not in the same classroom</li> <li>• EYFS/KS1 – the HT will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available.</li> <li>• HT to ensure additional CPD is in place to ensure the appropriate support and information to undertake this responsibility.</li> <li>• Consideration given to students who may need medication and how this will be provided</li> <li>• Advice/guidance/training obtained from the Health, Safety and Wellbeing Team (if LA school/purchased an SLA) with regards to managing fire safety.</li> <li>• New PEEPS to be completed as needed and communicated with nominated person/buddy.</li> <li>• All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy.</li> </ul>	<p>Revisiting current PEEPs and updating accordingly</p>	D	SC DR		<p><b>Reviewed 4/1/21</b></p> <p><b>By 1/9/20</b></p>

CATEGORIES OF LIKELIHOOD	
<b>Highly Likely</b>	Expected to happen/reoccur, possibly frequently.
<b>Possible</b>	Might happen/reoccur at some time depends on circumstances.
<b>Unlikely</b>	Not expected to happen/reoccur but possible in certain circumstances.
<b>Very Unlikely</b>	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
<b>Catastrophic</b>	Incident could result in <u>one or more fatalities</u> .
<b>Major</b>	Major injury resulting in incapacity, hospitalisation >24 hours.
<b>Significant</b>	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
<b>Minor</b>	Small cut, bruise, abrasion, basic first aid treatment provided.
<b>Negligible</b>	Some discomfort, self-help. No treatment required.

RISK CLASSIFICATIONS	
<b>A</b>	<b>Unacceptable risk</b> , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
<b>B</b>	<b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.
<b>C</b>	<b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
<b>D</b>	<b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
<b>E</b>	<b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
<b>Catastrophic</b>	A	A	B	E
<b>Major</b>	A	B	C	E
<b>Significant</b>	B	C	D	E
<b>Minor</b>	C	D	E	E
<b>Negligible</b>	E	E	E	E