



**ST JAMES**  
C.E. PRIMARY SCHOOL

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# WHOLE SCHOOL RISK ASSESSMENT

In response to the COVID-19 outbreak and full reopening of school

Principal: Mrs Lisa Belfield  
CEO: Canon Jill Pilling  
Chair of Governors: Mr John Waring

Part of the Bolton & Farnworth Church of England Primary Multi-Academy Trust

# Risk Assessment

<b>Task/Activity:</b> Risk assessment of the reopening of school to full capacity	<b>Date assessment completed:</b> 13.07.20 Updated 01.09.20	<b>Review Date:</b> Ongoing, on a weekly basis.
<b>Brief Details of Task/Activity</b> To ensure appropriate social distancing, cleanliness and H&S measures are in place to reduce the risk of the spread of COVID-19.	<b>Assessment completed by:</b>  Lisa Belfield	<b>Signature:</b>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
e.g. slip/trip hazards, electricity, manual handling, work equipment	e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...						
<b>School reopening in September without due consideration and procedures in place.</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>Principal receiving regular updates from DfE and CST and sharing with relevant staff members.</li> <li>School will follow the guidance as set out in the MAT Risk Assessment. School risk assessment to be quality assured by the MAT 13.07.20.</li> <li>Principal and Vice Principal in regular online communication with MAT central team to discuss most up to date guidance and use this to build plans that will mitigate risks.</li> <li>School adhering to the risk assessment produced by the MAT</li> </ul>	MAT team to support Principal with carrying out the risk assessment by attending on site during September.  School RA to be sent to LGB for information on regular basis.	D	LB SLT	17.07.20	

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		<p>that was approved at the board of trustees.</p> <ul style="list-style-type: none"> <li>• School staff kept up to date with planned procedures through online staff meetings, electronic communication, update of identified policies and updated staff handbook.</li> <li>• Use of Staff Meeting on 14.07.20 and INSET days on September 3<sup>rd</sup> and 4<sup>th</sup> to update all staff on expectations regarding the return to full capacity and site procedures.</li> <li>• School communicates with parents on regular basis through updates on the school website, Facebook page and text message. Letter outlining expectations around the reopening to full capacity to be sent to parents before 17.07.20.</li> <li>• SLT 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 will work together to identify how to reduce congregation of students and identify possible pinch points on the site.</li> <li>• Identify and put in place enhanced cleaning regimes across site. Work with cleaning team as needed to identify areas which need additional cleaning.</li> </ul>					

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		<ul style="list-style-type: none"> <li>• Visitors will be reduced to essential persons only, which can include supply staff, peripatetic teachers etc. Only 1 person/family allowed in the office area at any one time and social distancing to be observed around site at all times.</li> <li>• Principal/Vice Principal will approve all visitors to site.</li> <li>• Staff, pupils, parents, 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 to monitor their child's health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms cold symptoms or are feeling unwell.</li> <li>• Individual pupil risk assessments such as PEEPs will be updated when the relevant children return to school. Children who demonstrate challenging behaviours and are returning to school will need an individual risk assessment carrying out and recording.</li> <li>• SENDco regularly updating EHCP and medical plans risk assessments for relevant children; which includes an RA for return to school to be shared with parents.</li> </ul>					

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		<ul style="list-style-type: none"> <li>Revised timetables in place for classes/phase bubbles to reduce opportunities for mixing.</li> <li>Inventry signing in system support 'Test and Trace' and will keep contact details of any visitors.</li> </ul>					
<b>Building compliance checks not completed or the school site is not sufficiently clean to <u>prior to opening</u></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/ legal, financial and reputational risk – not ensuring the building is safe for use</p>	<ul style="list-style-type: none"> <li>Principal to confirm that compliance and building checks are up to date and recorded and any issues acted upon.</li> <li>Principal to liaise with CFO within the MAT for any advice.</li> <li>Bolton LA cleaning team have deep cleaned each area of school in readiness for reopening in September.</li> <li>Ongoing reporting to the IRC within the MAT to evidence that compliance checks are up to date.</li> </ul>		D	LB	17.07.20	
<b>Poor communication with staff parents/governors/visitors</b>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p>	<ul style="list-style-type: none"> <li>This RA and controls will be discussed with MAT central team for quality assurance on 13.07.20 and also sent to board of Trustees for approval. School staff will receive a copy of this RA and the trust RA prior to full opening. Staff meeting on 14.07.20 and INSET days on September 3<sup>rd</sup> and 4<sup>th</sup> will allow for discussion around the RAs to</li> </ul>		E	LB	17.07.20	

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	Possible/increased risk of infection	ensure all staff understand it's content. <ul style="list-style-type: none"> <li>This RA will be communicated with parents/governors/visitors and other relevant persons either by email or sign post to the school website. Paper copies will be available in the school office if required.</li> <li>MAT Team will continue to run weekly 'Heads Together' online meetings.</li> <li>Communication strategy is in place for all stakeholders. Parents will be communicated with via text, Facebook, signposted to website and email or personal phone call if required.</li> <li>LGB will be informed when changes take place. All decision making is at trust level.</li> </ul>					
<b>Cleaning regime not sufficient for needs/numbers on site</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	Principal/caretaker to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens and considers: <ul style="list-style-type: none"> <li>The regular cleaning during the day of high touch objects such as toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells. Caretaker to clean touch points midway through the day or more often if required. Teaching and support staff to regularly clean touch points in their</li> </ul>	Keep cleaning regime under review daily.  Monitor the frequency of PHS replacing and removing bodily fluids bin.  Report to MAT through Heads Together and IRC meetings.	D	LB VP	17.07.20	

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		<p>classrooms/spaces throughout the day.</p> <ul style="list-style-type: none"> <li>• Touch points to be cleaned with disinfectant spray and disposable blue roll which will be kept in each room.</li> <li>• Caretaker to disinfect toilets and sinks midway through the day.</li> <li>• IT equipment and desks to be cleaned with suitable anti-bacterial wipes. Including the signing in screen.</li> <li>• Soft furnishings and fabric furniture in shared areas not to be utilised.</li> <li>• Principal to communicate cleaning regime with others through updated staff handbook and INSET day 3<sup>rd</sup> September.</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. Areas where this happens will be put out of use until thoroughly cleaned.</li> <li>• All staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with the Principal or Vice Principal.</li> <li>• Fabric chairs to either be removed and replaced with plastic chairs or assigned to individual members of staff and are not to be shared.</li> </ul>					

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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>Principal to confirm that lidded waste bins for tissues will be emptied daily. In the event of a suspected case, they will be double bagged and then placed in the outside bin store for 72 hours until they can be placed into the large waste bins.</li> <li>Principal to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus.</li> <li>Any used PPE will be placed in lidded tissue bins so that they can be double bagged and emptied twice a day. As per usual practice any bodily fluids or PPE with bodily fluids on will be placed in the yellow bodily fluids bin that will be collected by PHS (can be found in the unisex/disabled toilet).</li> <li>School to seek advice from cleaning team/LA or DfE as needed regarding cleaning of the premises.</li> </ul>					
<b>Lack of cleaning products on site</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils	<ul style="list-style-type: none"> <li>Principal to work with CFO and Bolton Cleaning to establish what cleaning products are needed and ensure there is a continued sufficient supply on site.</li> </ul>	Work with other schools within the MAT if products are hard to source – consider sharing of	D	LB VP MW MB	17.07.20	



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	and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Office staff/Caretaker and Principal 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> <li>Reminder to staff and others that soap and water are the best products to use to maintain clean hands.</li> <li>Caretaker/Senior Admin monitors the use of cleaning and hygiene products during the day and replenish when needed.</li> </ul>	resources if necessary.				
<b>Staff with underlying health issues are not identified and so measures have not been put in place to protect them</b>	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>Current guidance identifies that shielding will pause on 1<sup>st</sup> August 2020. This means that staff who are clinically vulnerable, or extremely clinically vulnerable will be allowed back into a 'COVID safe' working environment.</li> <li>All members of staff with underlying health issues, those within the identified vulnerable groups, have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked</li> </ul>	Consult with HR for further advice if necessary.		LB SLT	03.09.20	

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		<p>to seek and act on the advice of their GP/consultant/midwife or current government advice.</p> <ul style="list-style-type: none"> <li>• Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• All staff with underlying health conditions that put them at increased risk from COVID-19 will be subject to an individual risk assessment to support their return to work, if government guidance allows this.</li> <li>• Individual risk assessments will have been reviewed and in place upon return in September, including BAME staff.</li> </ul>					
<b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them.</b>	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>• Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon in regards to individual children.</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> </ul>	SENDco in contact with parents of children with underlying health needs and completes or updates individual risk assessments when necessary.  Medical forms for those with ongoing health concerns e.g. epilepsy will be	D	LB LM/VP MW/SG SLT	07.09.20	

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		<ul style="list-style-type: none"> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> <li>If appropriate, individual risk assessments will be carried out for children most at risk.</li> <li>Shielding measures pause on 1<sup>st</sup> August – therefore vast majority of pupils will be present in September unless guidance states otherwise.</li> </ul>	updated in September 2020.				
<b>The use of public and school transport by pupils poses risks in terms of social distancing.</b>	Staff/Pupils/Parents	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings which is mandatory on public transport.</li> <li>Staff and parents reminded not to use public transport unless absolutely essential. Also reminded about the use of correct PPE when using transport – face masks.</li> <li>Record of children travelling to school on public transport kept in school.</li> <li>Pupils will be taught how to safely remove face coverings and dispose of. Disposable masks can be put into lidded bins, reusable need to be put in a plastic bag that the child keeps on their person (i.e. in school bag) until they are collected by a parent.</li> </ul>		D	LB	17.07.20	

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		<ul style="list-style-type: none"> <li>Letter to parents before 17.07.20 reminds parents to avoid public transport where possible.</li> <li>Staff reminded of this at staff meeting 14.07.20 and through updated staff handbook.</li> </ul>					
<b>Too many staff / students/ others on site to be able to maintain social distancing requirements of 1m+ where possible.</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>Class sizes will operate as no more than 30 (34 if oversubscribed)</li> <li>Phases can act as bubbles BUT must not mix where possible e.g. Read, Write, Inc can go ahead across KS1. Phase bubbles also reflect that we have split year group classes. Phases can share outdoor play spaces but no more than 2 classes at a time.</li> <li>Nursery and Little Saints will act as one bubble as they will be sharing changing and toilet facilities.</li> <li>Reception will have to act as a year group bubble due to design of classroom with two classes sharing.</li> <li>In classrooms children will be sat two to a desk and forward facing.</li> <li>No more than one class in the hall at one time for curriculum purposes e.g. PE.</li> <li>No more than 64 children in the hall for lunch time. Phases cannot mix. Children to sit side by side forward facing.</li> <li>Breakfast club back in operation and class/phase bubbles will sit at allocated tables – side by side and forward facing.</li> </ul>		D	LB SLT All Staff	07.09.20	

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		<ul style="list-style-type: none"> <li>• Staff to be reminded on social distancing requirements for pupils and themselves through INSET day September 3<sup>rd</sup> and updated staff handbook.</li> <li>• Teachers and support staff are allowed to work across classes and phases but must keep to 2m social distancing during these times.</li> <li>• There will be no large gatherings in school. Worship sessions will take place in the classrooms and there will be no whole school events that involve large gatherings.</li> <li>• The guidance states that “ideally, adults should remain 2m 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 would help’. Therefore staff will be asked to try where possible to keep 2m away from the children and each other.</li> <li>• Children who are going to be late for school must come at 9:20 when all other classes are in school.</li> <li>• Parents can only collect children earlier from the office if they have a medical appointment only.</li> <li>• Parents will not be permitted on site for school events such as stay and learn, fund raising etc. These will be</li> </ul>					

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		<p>planned for later in the academic year if they are allowed to go ahead.</p> <ul style="list-style-type: none"> <li>There will be no after school clubs.</li> </ul>					
<p><b>Lack of social distancing by parents at beginning and end of the day on the school site</b></p>	<p>All persons/vulnerable persons Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>Staggered entry and exit times in place for each phase which gives a 15 minute time frame for those pupils to arrive on site or leave the site.</li> <li>School will communicate the staggered timings and the procedures for drop off and pick up with all staff members and parents. Older pupils will also be reminded of this.</li> <li>Children will be able to enter through three identified entrance doors which will be allocated to classes to encourage social distancing.</li> <li>Parents to enter the school site as instructed (entrance through Hillside Avenue gate, follow path around school in one way system to exit gate on Brookland Avenue) to avoid a bottle neck at the school gate. This will also include travel around the back of school through the infant playground and nursery areas for some parents.</li> <li>Identify, reduce and manage 'pinch points' and 'bottlenecks' proactively.</li> <li>Ensure adequate duty rotas are in place for maximum supervision at all</li> </ul>	<p>Weekly support from MAT team to help senior leaders identify pinch points, bottlenecks and further measures to be put in place to ensure 2m social distancing is adhered to where possible and/or 1 metre plus.</p>	<p>D</p>	<p>LB SLT</p>	<p>07.09.20</p>	

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		<p>times, SLT to meet and greet, ensuring times are adhered to.</p> <ul style="list-style-type: none"> <li>• Families who miss their slot to be told to arrive at 9:20am.</li> <li>• Only one parent to bring child. Dissuade to bring siblings not in school, where possible.</li> <li>• Social distancing signage displayed on school fences. Tape on the pathways to support 2m social distancing.</li> <li>• Parent with more than one child attending school to liaise with school and agree a set time for all children to be brought to school together. School will use its best endeavours to support this but this might not always be possible.</li> <li>• Children will be brought out onto the playground in phases and will be dismissed from here to parents. This will be in 5 minute intervals which will be communicated to parents.</li> <li>• Parents will be told not to congregate on school premises. They need to drop off their child and leave the site immediately. Older children can be dropped off at the main gate.</li> </ul>					
<b>Transfer of child to school/school to parent promotes further cross contamination.</b>	Staff, Pupils, Visitors, Parents.  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Parents to ensure child washes hands before leaving the house.</li> <li>• Encourage parents and children to walk or cycle to school to avoid traffic congestion.</li> </ul>		D	LB SLT	17.07.20	

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		<ul style="list-style-type: none"> <li>• Social distancing signage displayed and markings on the grounds.</li> <li>• Parents enter the school site and send their child onto the playground to line up with their class, then leave following the one way system. Year 5 and 6 children allowed to walk to and from school independently to reduce number of adults on school site.</li> <li>• Staggered arrival and departure times.</li> <li>• SLT present on the school gates to monitor and remind parents/pupils of social distancing.</li> <li>• Children to bring only a named water bottle into school.</li> <li>• Coats to be placed in designated cloakroom, class 9 will place coats on backs of chairs in classroom to minimise numbers in communal cloakrooms. Packed lunches brought from home to be kept in the classroom.</li> <li>• Routine established where children wash or sanitise their hands on arrival and before departure to parent.</li> <li>• Uniform will be compulsory from 1<sup>st</sup> September.</li> <li>• Letter to parents before 17.07.20 reminds them of expectations.</li> </ul>					
<b>Cross contamination and lack of social</b>	Staff, Pupils, Visitors, Parents, Governors,	<ul style="list-style-type: none"> <li>• No entry to office for staff except those staff whose designated area it is.</li> </ul>		D	LB SLT MW	03.09.20	



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>distancing in the office and foyer Area.</b>	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>• Staff and parents reminded not to disturb the office staff unless exceptional circumstances.</li> <li>• Demarcate on the floor with tape to ensure any visitors are 2m from office hatch.</li> <li>• Visitors to school, including the office area, will be required to wear a face covering.</li> <li>• Perspex screen will be installed at the hatch.</li> <li>• No entry for children to office.</li> <li>• Signage in place to inform users that office is only to be used by office staff.</li> <li>• Staff should knock on office door to request and pass information. Keep a 2m distance from office staff – a floor sticker will identify where staff can stand. Non-office based staff entering the office will be required to wear a face covering.</li> <li>• Disinfectant spray/wipes in place to clean phone and surfaces.</li> <li>• Hand sanitiser to ensure good hand hygiene practices are maintained.</li> <li>• Cease handshaking of visitors.</li> <li>• Boxes to be left in the foyer for post deliveries and emptied in a timely manner by the office staff.</li> <li>• Office staff to wear gloves to open envelopes and deal with letters/cash.</li> </ul>			SG DM		

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• Two office staff have assigned fabric chairs that are not to be shared by others.</li> <li>• All money including dinner money to come in a sealed envelope into school with children. Staff members to take to the school office in allocated bags.</li> <li>• Only essential professionals allowed access into the school building. Notice to visitors visible next to sign in screen – this is related to the Covid-19 RA.</li> <li>• Signage in place to ensure only 1 person/family in the foyer area/entrance hall at any one time.</li> <li>• Lines marked along the entrance path to the main entrance for parents/visitors to queue for the office.</li> <li>• Exit from the office onto path that exits onto Brookland Avenue.</li> <li>• Office window to remain closed.</li> <li>• Deliveries to be spaced out to limit boxes in foyer or hall. Orders not to be processed together for different year groups.</li> <li>• Parents asked to telephone or email the office with any enquiries.</li> <li>• Parents to avoid using the office unless exceptional circumstances.</li> <li>• Staff reminded of first aiders around site to avoid MW being the main first aider in school.</li> </ul>					

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Signing in and out of visitors promotes further cross contamination.</b>	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff.  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Before signing in, hands should be sanitised to ensure good hand hygiene practices are maintained.</li> <li>• After signing in, staff should sanitise the pad using cleaning equipment provided.</li> <li>• Visitors are given stickers to wear that can be disposed of after their visit.</li> <li>• Lidded bin available for waste to be emptied regularly.</li> <li>• Use of hand sanitiser in foyer area for entry and exit.</li> <li>• Visitors are required to wear face coverings when around school.</li> <li>• No parents allowed entry into school (beyond the foyer) without a prior appointment and only where communication cannot take place with the use of general communication via email/ telephone and letters.</li> <li>• School will continue to engage with supply teachers and peripatetic teachers. Ensure these staff are aware of the RA and a notice to visitors will be displayed in the entrance. Keep contact details of these staff.</li> <li>• Inentry signing in system support 'Test and Trace' and will keep contact details of any visitors.</li> </ul>	Consider use of online meetings for parents where parents can facilitate this and require it.  Obtain contact details of every visitor if track and trace were required.	<b>D</b>	LB MW SG	03.09.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Cross contamination and lack of social distancing in the staffroom.</b>	Staff / Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Learning Lodge and staffroom both to be utilised for staff breaks.</li> <li>• Staff asked not to use the staffroom to sit in at the start of the school day so that space is available for those who wish to use the photocopiers.</li> <li>• Staggered breaks and lunch to ensure that minimum number of staff have breaks simultaneously.</li> <li>• Staff to be seated 1m+ apart and no more than 6 staff members in the staffroom at any point.</li> <li>• Staff who are not eating and drinking in the staffroom will be required to wear a face covering.</li> <li>• Each member of staff to have a designated seat (hard surface) which is their 'area'. This must be wiped and disinfected after use.</li> <li>• All soft furnishings removed from the staffroom – this includes fabric chairs and replaced with plastic chairs.</li> <li>• All staff have their own crockery, cutlery and cup.</li> <li>• Pots washed and put away immediately after use.</li> <li>• Social distancing signage displayed.</li> <li>• Hand sanitiser to ensure good hand hygiene practices are maintained</li> <li>• Increased cleaning/ disinfecting regimes in place.</li> <li>• All staff to sanitise kettles/ microwave and any other equipment after use.</li> </ul>		<b>D</b>	LB SLT All staff	03.09.20	

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>Visitors who are in school long enough to require a break will be allocated their own plastic chair which will be cleaned on their departure.</li> <li>Staff asked to avoid use of photocopiers at lunchtime so that staff can enjoy their lunch in the staffroom.</li> </ul>					
<b>Lack of social distancing around school.</b>  <b>Current guidance accepts that social distancing cannot be maintained in a primary school, however, where possible this should be adhered to.</b>	Staff/ pupils/ visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Social distancing signage to be displayed.</li> <li>Tape to be placed on floors at 2m intervals.</li> <li>Increased cleaning/ disinfecting regimes in place for all common touch points –cleaning staff to clean these after a fixed period of use.</li> <li>One way system in place using signage and floor tape.</li> <li>Children not to take registers or any other items to the office – 1 member of staff should email the office with numbers and attendance for electronic registering by office staff if SIMs not operational.</li> <li>Staff and pupils to remain within their own class or year group bubble as much as possible and not to relocate to other groups to avoid cross-contamination.</li> <li>Some classes will eat lunches in the classroom to avoid movement around school.</li> <li>Pupils to bring a coat and a packed lunch if not provided with a school</li> </ul>		D	LB SLT All staff	03.09.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		lunch. Coats to be put in designated cloakrooms, class 9 to place coats on the backs of chairs. <ul style="list-style-type: none"> <li>• Large gatherings such as assemblies will be prohibited.</li> <li>• Limits will be set for the number of pupils who can use the hall or outdoor play spaces – no more than 60 children to share one playground – no more than 30 children to use the hall when PE – no more than 64 children to use the hall during lunch.</li> <li>• Staff will be required to wear face coverings when in communal areas and corridors. Communal staff areas include: staffroom, Learning Lodge, PPA room, SLT office, Principal’s office, main office (except office based staff), Sunshine Room (unless working with children), staff toilets.</li> <li>• Staff meetings will be operated over online platforms (Zoom) or a small number of staff in the school hall social distanced.</li> <li>• Adults to socially distance at 2m where possible from children and other adults.</li> </ul>					
<b>Cross contamination and lack of social distancing in staff toilets.</b>	Staff/Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Visitors and males use the unisex toilets.</li> <li>• Cleaning materials to be provided so that staff can utilise these in the communal female toilets – 3 members of staff in at one time.</li> </ul>		D	LB SLT All staff	03.09.20	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<p>Unisex toilets limited to 1 person at a time.</p> <ul style="list-style-type: none"> <li>• Ensure that sanitiser is available.</li> <li>• Hand dryers out of use.</li> <li>• Adults are required to wear face coverings when using the toilets.</li> <li>• Toilets cleaned during the school day and after school.</li> </ul>					
<b>Cross contamination and lack of social distancing in pupil toilets.</b>	<p>Pupils</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• Staff to clean touch points at lunch time such as door handles/pads.</li> <li>• Caretaker to clean toilet seats and taps at lunchtime.</li> <li>• A 'queue here' sign will be placed 2m away from the toilet door for pupils to stand on.</li> <li>• Pupils sent to the toilet one at a time prior to play times and lunch times. Member of staff to monitor the corridor when the pupils are being sent out.</li> <li>• Hand dryers not in use.</li> <li>• KS1 and Rec use Infant toilets, LKS2 use toilets outside Class 6 and UKS2 use toilets outside class 10.</li> <li>• Toilets cleaned during the school day and after school.</li> </ul>		D	<p>MB LB SLT All staff Cleaning staff</p>	07.09.20	
<b>Cross contamination and lack of social distancing in lessons.</b>	<p>Staff/Pupils/Visitors</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> <li>• Class groups will be no larger than 30 pupils (34 if oversubscribed). Phase bubbles will be no more than 90 pupils but mixing will be limited between these 90 children.</li> <li>• Hands washed/sanitised on entry to school, after a break, before and after lunch time, before exit.</li> </ul>	<p>Follow any updated guidance of Bolton Cleaning in regards to furniture e.g. stack up chairs and tables that are not in use.</p>	D	<p>LB SLT All staff</p>	01.06.20	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• “Catch it, bin it, kill it” method to be reinforced to pupils regularly and any tissue waste to be put in lidded bins.</li> <li>• Relevant signage (e.g. social distancing) will be displayed in each classroom.</li> <li>• Work completed in books and staff are able to mark and provide feedback to pupils.</li> <li>• Pupils (Y1 -6) to sit at tables during lessons. Tables to be facing the front. Pupils sit side by side. 2 pupils will fit on one table.</li> <li>• Pupils discouraged from leaving desks except for use of toilets.</li> <li>• If weather permits, outdoor lessons may take place.</li> <li>• Minimum furniture in each classroom.</li> <li>• Group restricted to allocated classroom area or playground area where possible.</li> <li>• Class worship to take place within each class daily.</li> <li>• PE session to take place outside where possible at allocated times with each class of children. PE coaches to maintain 2m social distancing where possible. PE equipment to be wiped down after use by each class. Children will come to school dressed in PE kit on PE days to save changing in school and to save on PE bags in corridors.</li> </ul>					



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• There will be no contact sports played in PE lessons or allowed at lunch/break times. Football can be played but no tackling – kicking to ball from one to another. Same for netball.</li> <li>• There will be no singing in music lessons or at any other point of the day where there are more than 15 children present.</li> <li>• Windows and doors open where possible to ensure natural ventilation.</li> <li>• Children with SEND to have individual risk assessment, access to social stories/visual prompts to support them in following rules. School will use 'reasonable endeavours' to provide provision stated in EHCPs.</li> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff do this they must endeavour to keep 2m distance from others. This includes peripatetic teachers and temporary supply staff.</li> <li>• Supply teachers may be used if required, records will be kept.</li> <li>• Overnight and overseas educational visits will not take place during the Autumn Term. School will follow guidance for this when it is issued.</li> </ul>					

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		School will only plan non-overnight domestic visits if essential; otherwise these will hopefully resume in 2021. <ul style="list-style-type: none"> <li>• Purchase of additional door stops to keep doors open.</li> <li>• The use of fans are not permitted.</li> </ul>					
<b>Cross contamination with shared resources.</b>	Staff/Pupils/Visitors  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>• Minimum amount of resources.</li> <li>• All children have own personal stationery pack.</li> <li>• Resources used to be cleaned before and after use.</li> <li>• Tubs of resources for individuals if required.</li> <li>• Lessons planned so resources are individual, not shared, where possible. If not possible, shared resources can be used but must be cleaned before and after use.</li> <li>• All surfaces to be wiped down regularly.</li> <li>• Soft furnishings and fabric chairs/sofas in reading areas can be shared by the children within that bubble only. Paperback Park and Cosy Corner furniture cannot be used at this point.</li> <li>• Regular hand washing routine established.</li> <li>• Resources kept at school and not taken home.</li> <li>• Water fountains are not to be used.</li> <li>• Reading books can be sent to and from school. Home/school reading</li> </ul>			LB SLT All staff	07.09.20	

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>books that come from home to be placed in a box/basket and left for 72 hours until put back into general use.</p> <ul style="list-style-type: none"> <li>The 'shared area' can be used between Reception and KS1 as long as the plastic chairs and tables are cleaned in between uses. It cannot be used by these bubbles at the same time. Use of time in this area should be minimised.</li> <li>Children bring own named, water bottle.</li> <li>Children can take work home from school as long as it has been in their control and not handled by others (except teacher who will have cleaned hands before handing out).</li> <li>Staff INSET day 3<sup>rd</sup> September to remind staff.</li> </ul>					
<b>Cross contamination and lack of social distancing due to pupils not adhering to school policy.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>The school's behaviour policy to be amended with an appendix added for issues particularly appertaining to COVID-19 and the remit to reduce the risk of the spread of infection.</li> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings.</li> <li>For young children this is done through age-appropriate methods such as stories and games.</li> </ul>	For those pupils who require positive handling techniques, this method will only be used as a last resort strategy as per usual practice. Staff who are happy to support this strategy are allowed to engage with this with needed. However, staff should avoid face to	C	LB SLT All staff	Ongoing	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>Staff model social distancing consistently.</li> <li>Any children breaching social distancing measures in a deliberate way will not be permitted to re-enter the premises, all schools update their behaviour policy to be compassionate and proportionate.</li> </ul>	face with a pupil and ensure they clean hands after supporting a pupil. PPE is available for those staff who would prefer to use it.				
<b>Cross contamination and lack of social distancing at play times.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Staggered break times in operation.</li> <li>Classes stay in their own bubble where possible.</li> <li>Each class assigned a play space.</li> <li>Key Stage 1 can share the playground with two classes at a time due to KS1 acting as a bubble.</li> <li>Staff to adhere to timings given for breaks.</li> <li>Resources used in lunch times to be thoroughly cleaned after each bubble has used it, this can be done at the end of lunchtime.</li> <li>Use of equipment to be assessed by staff and wiped down after use.</li> </ul>	Each bubble will be allocated a bag of resources they can use at lunch time.	D	LB SLT All staff	Ongoing	
<b>Cross contamination with snack time.</b>	Staff/Pupils  Possible/increased risk of infection	<ul style="list-style-type: none"> <li>Hands washed prior to infant fruit snack and milk.</li> <li>Hands washed prior to morning snack time.</li> <li>Adult from each class collects the snack – not a child. Adult needs to wear a face covering when moving around school.</li> </ul>		E	LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Cross contamination and lack of social distancing at lunch times.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Children to eat in the hall and in classrooms on a rota.</li> <li>• Hall and class tables disinfected prior to lunch and afterwards.</li> <li>• Hands washed prior to and after lunch.</li> <li>• Children in the hall will be seated down one side of the table. Children will sit side by side but not face to face. All children will face the same way.</li> <li>• Dining room tables will be cleaned after each use before the next class can use them.</li> <li>• Classes will be allocated specific tables in the hall.</li> <li>• School dinners – first two weeks of term children to be offered hot grab bag. After that period, we will review the use of trays. Children will be on a rota for eating in hall and the classroom and will therefore be able to have a grab bag or lunch on a tray in turn.</li> <li>• Staff moving around school to give out lunches will be required to wear face coverings. Staff in the hall with their bubble do not require face coverings in this space.</li> <li>• If weather permits, lunch may be eaten outside.</li> </ul>	Children will order their lunch at the start of the school day to speed up serving of grab bags and meals on trays.	<b>D</b>	LB SLT SMSAs All staff Kitchen Staff	Ongoing	
<b>Cross contamination and lack of social distancing within the EYFS.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• It is recognised that social distancing cannot be adhered to in the EYFS. Where possible staff will try and follow social distancing</li> </ul>		<b>D</b>	LB VN SLT All staff	Before EYFS start date	

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>guidelines of 1m+ and remain 2m apart from each other and pupils when circumstances allow it.</p> <ul style="list-style-type: none"> <li>• Children MUST have an individual labelled water bottle which is kept in a central place and these are sent home daily.</li> <li>• Carry out same personal hygiene procedures as other classes.</li> <li>• Resources/play equipment that are used should be appropriately cleaned after use.</li> <li>• Support children who have trouble cleaning their hands independently.</li> <li>• Under 2's/3's EYFS/KS1 – the HT will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available.</li> <li>• Waterproofs are allowed to be used but will be cleaned more often than in normal circumstances. These cannot be shared across bubbles.</li> <li>• Staggered times for transition so smaller numbers of children can get used to the routines at the start of the academic year.</li> <li>• For those pupils who require physical nurturing strategies such as holding hands, guiding into the setting etc, staff who are happy to engage in this strategy are allowed to. However, this should only be used as a last resort. If engaging in this strategy, staff should avoid face to face with a pupil and wash hands</li> </ul>					

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		after supporting a pupil. PPE is available for those staff who would feel comfortable using it in this situation.					
<b>Cross contamination when providing intimate care.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>• Staff to wear gloves and aprons when administering first aid or providing intimate care (intimate care policy). Face masks available for staff to increase confidence.</li> <li>• First Aid certificates to be monitored and staff to access either online or face to face training when necessary. Senior Office Administrator will keep a record of first aid certificate expiry dates.</li> <li>• Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing. However, gloves must be work when carrying out intimate care.</li> </ul>		D	LB SLT All staff	Ongoing	
<b>Cross contamination due to poor hygiene.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Parents to ensure child washes hands before leaving the house.</li> <li>• Hand sanitiser in all classroom areas and stations are set up around school and clearly labelled.</li> <li>• Children clean hands (wash or sanitise) on entry to school, before</li> </ul>		D	LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		snack, after snack, before lunch, after lunch, leaving school, using the toilet and when they sneeze. <ul style="list-style-type: none"> <li>• Washing hands posters to be replaced if damaged.</li> <li>• Reminders on how to wash hands properly.</li> <li>• Ensure adequate stock levels of tissues for each class/office.</li> <li>• An audit of hygiene/cleaning resources will be kept by the Caretaker and Senior Office Administrator e.g. hand soap.</li> <li>• Inform parents of hygiene expectations and to discuss with children.</li> </ul>					
<b>Cross contamination due to lack of first aid equipment and PPE.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>• Named first aiders on site each day, including PFAs as per usual practice.</li> <li>• First aid stations accompanied by relevant PPE situated in centralised places around school – staff informed of this on INSET days in September and through staff handbook.</li> <li>• Learning Mentor and Senior Office Administrator to check each first aid kit has the right quantity of equipment and to monitor the use of equipment.</li> <li>• The use of reusable ice packs to be avoided. Purchase disposable. If reusable ice pack has to be used in exceptional circumstance then disinfect before and after use. Store</li> </ul>	First aiders to ensure training is sought near to expiry date of certificates.  Staff to revisit the PPE training video on 3 <sup>rd</sup> September INSET day.	D	LB MW SLT First Aiders	03.09.20	



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>safety away for 72 hours in a double bag before it can be reused again.</p> <ul style="list-style-type: none"> <li>Classroom staff to carry out basic first aid themselves using equipment and PPE from the central store e.g. putting on a plaster for a small graze. If needed, a first aider from another class/bubble can be used as long as PPE is used and hands are washed thoroughly afterwards.</li> <li>Named first aider posters visible around school at first aid stations.</li> </ul>					
<b>Cross contamination due to a child being unwell.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>Isolation area provided - SLT Office (or Learning Lodge second option)</li> <li>The Principal or SLT will be notified immediately.</li> <li>Parents/Carers will be contacted to arrange for their child to be collected –</li> <li>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 possible. 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 (the unisex toilet) if possible and the area should be cleaned and</li> </ul>	<p>Staff to receive refresher training on PPE during September 3rd INSET Day.</p> <p>Use of Bolton LA Covid-19 resource pack to support with literature for parents.</p> <p>DfE will be sending home testing kits to school so in the event that school feel a parent will struggle to access a test these can be given out.</p>	D	LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.</p> <ul style="list-style-type: none"> <li>• Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.</li> <li>• 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.</li> <li>• Designated medical room is the SLT office.</li> <li>• School will utilise the Bolton template for in the event of a suspected coronavirus letter (use of Bolton LA literature) 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>• Member of staff to remain with child at least 2m distance.</li> <li>• Apron and gloves to be worn if contact with the child, a face mask to be provided if 2m cannot be adhered to.</li> <li>• Hand sanitisers and wipes to be used.</li> </ul>	<p>Advice to parents will be included in the trust letter to parents issued 10.07.20.</p> <p>Maintain communication with Youth Challenge AP as one of our pupils is dual registered there. Take advice from PHE if he has been in contact with a positive case whilst at AP and returned to school before positive case established.</p> <p>Close contact means:</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, a face to face</li> </ul>				

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• If a child develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their parents will be advised that fellow household members should self-isolate for 14 days. The parents of the child will be encouraged to have the child tested.</li> <li>• To access testing parents should use the 111online coronavirus service if their child is 5 or over. They should call 111 if the child is under 5.</li> <li>• In the event of a child or member of staff testing positive for coronavirus (COVID-19), the relevant group of people within the school with whom the child has had close contact, should be sent home and advised to self-isolate for 14 days. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</li> <li>• If they (child/adult) have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation</li> </ul>	conversation, or unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> <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>				

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• If the child tests negative, they can return to school.</li> <li>• The unisex adult toilet allocated for symptomatic children if needed then closed afterwards until thoroughly cleaned.</li> <li>• Regular contact with affected families –wellbeing checks – record kept of those who are self-isolating and/or tested positive – this will be reported to the Trust.</li> <li>• Positive cases to be reported to the PHE and further guidance from this agency will be sought and followed.</li> </ul>					
<b>Cross contamination due to an adult being unwell.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• The adult will immediately leave the school premises and return straight home.</li> <li>• If the adult has COVID-19 symptoms, he/she will contact the school Principal who will arrange a test with Bolton HR.</li> <li>• If an adult develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. They will be advised that fellow household members should self-isolate for 14 days.</li> </ul>	<p>Any positive test will result in school contacting the local PHE team for further advice and guidance.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time,</li> </ul>	D	LB SLT All staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<ul style="list-style-type: none"> <li>• If the adult tests positive the relevant group of people within the school with whom the adult has had close contact should be sent home and advised to self-isolate for 14 days – advice will be sought from the local health protection team.</li> <li>• The other household members of that wider group will be advised that they do not need to self-isolate unless the child, they live with in that group subsequently develops symptoms.</li> <li>• If the adult tests negative, they can return to school.</li> <li>• Regular contact with affected staff – wellbeing checks – record kept.</li> </ul>	<ul style="list-style-type: none"> <li>• within 1 metre, including being coughed on, a face to face conversation, 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>				
<b>Risk of a localised outbreak within school.</b>	All stakeholders	<ul style="list-style-type: none"> <li>• If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with the local health protection team who will be able to advise if additional action is required.</li> <li>• In some cases, the health protection team may recommend that a larger number of other pupils self-isolate at</li> </ul>	Contingency plan for home learning will be put into place for those pupils sent home.  Contingency plan for FSMs will be put into place.  Notify Public Health England North West Office 03442	<b>D</b>	LB All staff	Ongoing	

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>home as a precautionary measure – perhaps the whole site or year group. If we implement the controls from the guidance, address the risks we have identified and therefore reduce transmission risks, whole school closure based on cases within our school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <ul style="list-style-type: none"> <li>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>	250562 of suspected outbreaks.				
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.</b>	Pupils	<ul style="list-style-type: none"> <li>Vice Principal is designated Mental Health lead.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Resources/websites to support the mental health of pupils have been provided. PiXL provide well-being packages which can be used in classrooms.</li> </ul>		D	LB VP DM All staff	Ongoing	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>Staff aware to complete a mental health disclosure form if they have concerns about a pupil and return to the Mental Health Lead.</li> </ul>					
<p><b>Pupils and staff are grieving because of loss of friends or family.</b></p>	Staff/Pupils	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> <li>Pastoral Team in the MAT available for staff if they need to speak to someone regarding mental health.</li> <li>Learning Mentor for school pupils.</li> <li>Referral can be made to school counsellor if needed.</li> <li>Winston's Wish to be used as a resource/service for affected children.</li> <li>School buy into EAP which can support staff who need it most.</li> </ul>			LB DM SLT All staff	Ongoing	
<p><b>Pupils eligible for free school meals do not receive a meal if they are absent from site due to Covid-19 reasons.</b></p>	Pupils	<ul style="list-style-type: none"> <li>School will provide a packed lunch grab bag for any child who is unable to attend site due to health reasons related to higher risks with Covid-19.</li> <li>School will use their best endeavours to provide a doorstep drop off of packed lunch grab bag for pupils who are self- isolating.</li> <li>If a second spike/local lockdown were to occur, school will provide packed lunch grab bags for FSM children.</li> </ul>	School will keep updated FSM record and continue to obtain email addresses if a second spike were to trigger a local lockdown and school were able to use Edenred voucher scheme.	D	LB MW SLT Kitchen Staff	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Danger to children or staff.</b>	Pupils	<ul style="list-style-type: none"> <li>Update pupils risk assessments and fire risks as doors need to be kept opened and rooms well ventilated.</li> </ul>		D	LB LM VP	Ongoing	
<b>Staff not reassured/trained in new procedures, leading to risks to health.</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Senior staff to be visibly present throughout the school day.</li> <li>Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> </ul> </li> </ul> <p>Other partners</p> <ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to September.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> </ul> </li> </ul> <p>Staff will re-watch the PPE instructional video shown to them in June during the 3<sup>rd</sup> September INSET day.</p>	MAT central team to carry out monitoring checks.	D	LB VP SLT	07.09.20	



<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
<b>Availability of staff and class sizes</b> <b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>Any class will be suspended by the CEO and Chair of Trustees, in conjunction with the Principal, if sufficient staffing is unavailable or positive confirmed case.</li> <li>Shielding measures pause on 1<sup>st</sup> August – therefore all staff will be present in September unless guidance states otherwise.</li> <li>Staff will be asked to make the Principal aware if they are planning on taking any travel abroad during the summer break where quarantine on return applies. This will allow the Principal to plan for any absences.</li> </ul>		<b>C</b>	LB VP	Ongoing	
<b>Curriculum</b>	Staff/Pupils	<ul style="list-style-type: none"> <li>A school curriculum recovery plan has been drawn up to ensure school “teaches an ambitious and board curriculum in all subjects from the start of the autumn term, but makes use of existing flexibilities to create time to cover the most important missed content.”</li> <li>Gaps in learning are assessed and addressed in teachers’ planning. Recovery curriculum plan supports this process.</li> <li>Use of ‘Seesaw’ online learning platform is calibrated to complement</li> </ul>	Well-being and academic needs will be woven together to support pupils as they return to school.  ‘Plan B’ for a local lockdown scenario includes the use of SeeSaw online platform and providing paper based workpacks to	<b>D</b>	VP SLT SP	Ongoing	

<b>What are the hazards?</b>  e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b>  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b>  (if necessary)	<b>Risk rating</b>  (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		<p>in-school learning in order to promote effective home learning if a local lockdown were to come into force.</p> <ul style="list-style-type: none"> <li>• ‘Seesaw’ or ‘Tapestry’ (EYFS) online platforms to be used for children who are sent home to self-isolate or cannot attend school for other health related issues. This includes if a class is sent home to self-isolate also.</li> <li>• Plans are in place for those pupils who have fallen behind in their learning e.g. PiXL PLCs and recovery curriculum. School will make full use of the DfE funding to support pupils to catch up.</li> <li>• Classroom based resources will be available to all children in the class, but must be cleaned before and after use.</li> <li>• Children with EHCPs have their timetables mapped out with adult support to fulfil their hours.</li> <li>• Staff meetings will be operated over online platforms (Zoom) or a small number of staff in the school hall social distanced.</li> </ul>	<p>parents who request them. EYFS will continue to make full use of Tapestry to communicate with parents.</p>				
<b>Poor attendance has detrimental impact on pupil well-being and academic progress.</b>	Pupils	<ul style="list-style-type: none"> <li>• Attendance to school will be compulsory from 1<sup>st</sup> September 2020. School will carry out its usual procedures to support good attendance. School will use its ability to issue penalty notices if needed.</li> </ul>		D	LB DM SLT	07.09.20	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>• ‘Seesaw’ or ‘Tapestry’ (EYFS) online platforms to be used for children who are sent home to self-isolate or cannot attend school for other health related issues.</li> <li>• School will record on CPOMs attendance concerns.</li> <li>• Learning Mentor and Principal will work together to support families with returning to school and follow usual school procedures and routines. This includes following up on absences and recording this on SIMs or CPOMs.</li> </ul>					
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition.</b>	Pupils	<ul style="list-style-type: none"> <li>• Pupils will have been signposted to an online video from their new teacher on 10.07.20. New teacher will set a summer learning challenge.</li> <li>• School YouTube channel has supported sharing online videos for families of new Reception children – introducing the school and staff.</li> <li>• Social stories will be sent out to all EHCP children.</li> </ul>		D	LB LM All Staff	17.07.20	
<b>Fire procedures are not appropriate to cover new arrangements</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required – school can revert back to its usual procedures and assembly points from September 2020.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Staff face to face fire safety training to be sourced and delivered within the Autumn Term.	D	LB MB SLT All Staff	Ongoing	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
		<ul style="list-style-type: none"> <li>Weekly fire drills during the first three weeks to ensure pupils are familiar with the procedures and mixing of bubbles can be avoided if possible.</li> </ul>					
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> <li>Legionella Risk Assessment and Fire Risk Assessment completed in June 2020.</li> </ul>		D	LB MB	Ongoing	
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	Staff/Pupils/Visitors	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that</li> </ul>		D	LB MB	Ongoing	

<b>What are the hazards?</b> e.g. slip/trip hazards, electricity, manual handling, work equipment	<b>Who might be harmed and how?</b> e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	<b>What are you already doing to control the hazard?</b>	<b>What further action or additional controls are required</b> (if necessary)	<b>Risk rating</b> (after control measures)	<b>Action by who</b>	<b>Action by when</b>	<b>Date completed</b>
		contractors and staff/pupils are kept apart. <ul style="list-style-type: none"> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> <li>• 'Notice to Visitors' is displayed when signing in to inform visitors of key procedures for the RA.</li> </ul>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviours, attendance and other policies are no longer fit for purpose in the current circumstances.</b>	Staff/pupils/parents /visitors/all stakeholders	<ul style="list-style-type: none"> <li>• All relevant policies have been reviewed and revised to take account of government guidance on social distancing and COVID-19 implications for the school.</li> <li>• Behaviour, teaching and learning and marking and feedback policies have been reviewed and revised in the light of the guidance for full opening of schools.</li> <li>• Staff, pupils, parents and governors have been briefed accordingly.</li> <li>• Revised staff handbook issued to staff on 3<sup>rd</sup> September INSET day.</li> <li>• KCSIE CPD part of 3<sup>rd</sup> September INSET day.</li> </ul>	Staff to be fully briefed on 3 <sup>rd</sup> September INSET day.  Amended policies to be shared on school website in COVID-19 updates section.	D	LB VP All staff	03.09.20	

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
<b>Legislation not followed</b>	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> <li>Covid 19 section to be added to school website and this RA to be added to it.</li> <li>Covid 19 September risk assessment to be approved by Chair of Trustees.</li> <li>Records of staff &amp; pupils displaying symptoms recorded and Trustees informed of numbers weekly.</li> </ul>	CEO to report the numbers of staff and pupils displaying symptoms to the Trust Board.	C	LB	Ongoing	

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 RATING				
	<b>Highly Likely</b>	<b>Possible</b>	<b>Unlikely</b>	<b>Very Unlikely</b>

Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

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.