

# St John's Primary Academy COVID-19 Risk Assessment (June 2020)



Owner: Victoria Evans

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Reviewed: date you submitted to Knights ; Darren Smith 22<sup>nd</sup> May 2020

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Approved - date submitted to the Trust: 23<sup>rd</sup> May 2020

This Risk Assessment will be reviewed weekly by the Senior Leadership Team. Any changes will be immediately communicated to all staff, the LAC and parents

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
		<p><b>Children will operate as classes – not mixing during the day</b></p> <p><b>If there is a positive case in a class – then that group will go home and isolate, including staff members</b></p>			
Fear Different levels of understanding		<ul style="list-style-type: none"> <li>○ <u>For the first week</u></li> <li>○ Parents identify if their children will be worried and then on the first day in school bring after 9:15 up to 10:00</li> </ul>	Low	Parents pre-warn children – what it will be like in school Seating social distancing, not sharing resources, handwashing.	
Uniform	Pupils	<ul style="list-style-type: none"> <li>○ Uniform to be worn</li> <li>○ Pupils to wear PE kits (joggers / sweat shirts) on their PE day</li> <li>○ If your child can't tie laces, then please don't send them in laces</li> </ul>	Low		
Arriving to school	Pupils Staff Parents Others	<p><b>Bringing Children into School</b></p> <ul style="list-style-type: none"> <li>○ By parents bringing their child to school, we are assuming that they are fit and healthy and have no signs of COVID-19</li> <li>○ 2 metre rule to be enforced while parents are waiting for staff to receive their children</li> <li>○ Only one parent to attend wherever possible</li> <li>○ No loitering or chatting in groups by parents</li> <li>○ Staggered entry times in operation</li> <li>○ Families to walk on the left through the alleyways</li> </ul>	Low/Medium	Share with parents  Cones on playground to show 2m markers for pupils to queue	

		<ul style="list-style-type: none"> <li>○ One way system by Smiley’s mobile and school. To go from KS1 to KS2 playground, walk through Reception playground or behind the back of the KS1 playground (by the shed)</li> <li>○ Parents are strongly advised to wear face coverings</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>○ Staff members – staff to be on duty outside</li> <li>○ Staff on the doors to encourage the flow of traffic</li> <li>○ Staff to smile and say hello to the children and families but discourage further conversation.</li> <li>○ Encourage Parents to communicate with staff through class email / phone the office (Parents to be aware they will have to wait for responses)</li> <li>○ Reduce face to face contact</li> <li>○ Staff advised to wear face coverings</li> </ul>			
In school	Staff	<ul style="list-style-type: none"> <li>○ Children go straight to their respective classes/group</li> <li>○ Staff will direct children to either use the hand sanitiser or they will be directed to wash their hands immediately (member of staff will supervise)</li> </ul> <p><b>Equipment – keep to a minimum</b></p> <ul style="list-style-type: none"> <li>- Older pupils can bring their own stationary but keep to a minimum (their responsibility to look after it) no cleaning required if not being shared. School to provide equipment for younger children</li> <li>- No PE kits</li> <li>- Lunchboxes will be allowed but stored separately and securely</li> <li>- Reading books to be kept and at and handed in weekly</li> <li>- Water bottles are needed daily</li> </ul>	Low/Medium	<p>Order hand soap/anti-bacterial sanitiser for every class</p> <p>Order additional gloves/aprons for staff</p> <p>Order face masks for staff to use when administering first aid</p>	Child version of letter

		<ul style="list-style-type: none"> <li>○ Water bottles could be filled by staff at points in the day to avoid groups of children</li> <li>- Suggest that clothes are changed out of as soon as back home and washed. Hair tied up, no jewellery etc – as on uniform policy.</li> </ul>		Parents re lunch options and supplying a named water bottle	
Classroom set up	Staff Children	<ul style="list-style-type: none"> <li>○ One-way system around school – children and staff walk on the left – where possible. Passing in the corridor is deemed to be a low risk in government guidance</li> <li>○ Teachers will need to move furniture around in their rooms.</li> <li>○ The teacher to aim for a 2 metre distance children’s tables/desks.</li> <li>○ Tissues available in each class pupils to use when coughing or sneezing and they must go into an enclosed, separate bin after one use.</li> <li>○ Reduce pupil movement around the room - all resources on their table</li> <li>○ Children have a designated spot for the day, same chair, same table</li> <li>○ Every child will have their own stationary in a pack.</li> <li>○ Classroom doors to be kept open along with children’s main toilet doors to reduce shared contact points.</li> </ul>	Low/Medium	Pupil stationary packs Tissue box per class. Cleaning spray and blue paper towels Gloves	
Classroom Lessons	Staff Children	Guidance states: Early Years and Primary Children can’t be expected to remain apart but when settings can keep children apart they should do so <ul style="list-style-type: none"> <li>○ Teaching staff must keep a safe distance at all times where possible when teaching.</li> <li>○ Children to stay in their seats and not move around.</li> <li>○ Try to avoid or minimise children sitting on carpeted areas</li> <li>○ Need to consider marking. Teachers to consider this when planning work. Stamps and Stickers? Teachers to try to plan work</li> </ul>	Low/Medium	Class teacher to consider classroom management strategies Stationary packs Staff to note – virus lives for 24 hours on	

		<p>to ensure older children can self-mark.</p> <ul style="list-style-type: none"> <li>○ Staff can mark but may wait until potential virus has died on the books (72 hours)</li> <li>○ Teachers to avoid children handing out items – books/equipment. Teachers to have resources ready before children come into school.</li> <li>○ If pupil books are required, they should be on pupil tables for easy access.</li> <li>○ If the weather permits, then lessons can be held outside – do this as much as possible but ensure that space is given to other groups. Be aware of other groups as they move around school. Although transmission risk when passing is low.</li> <li>○ Any equipment used in class eg Maths dienes will need to be cleaned at the end of the day.</li> <li>○ Staff to ensure all resources that won't be used to be stored away.</li> <li>○ All objects that can't be easily cleaned ie cushions, blankets etc to be taken out of learning rooms or stored away.</li> <li>○ No whole school collective worship but values sessions, class worship and reflection carried out in class</li> <li>○ Staff teams to clean items and resources used at the end of the day</li> <li>○ Cleaning staff to sanitise chairs and tables</li> <li>○ Cleaning staff will also clean communal areas, Hoover, empty bins etc</li> <li>○ If cleaners or school staff are cleaning more than one area/classroom – be aware of cross contamination in new area – change gloves.</li> </ul> <p>EYFS</p> <ul style="list-style-type: none"> <li>○ EYFS will need to consider what resources will be used daily – plastic that can be cleaned. EYFS - Inside and outside areas can be used. Climbing equipment to not be used</li> </ul>		<p>paper, 2-3 days on plastic, wood 4 days, metal 5 days</p> <p>Cardboard file for every child</p> <p>Inform parents about EYFS provision.</p> <p>Change in paper pack day to Thursday</p> <p>Support staff to help with photocopying of paper packs – during lessons to spread use. Timetable?</p>	
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Children requiring the toilet in lesson times	Children Staff	<ul style="list-style-type: none"> <li>○ Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser.</li> <li>○ No need to record times when children go to the toilet.</li> <li>○ Children to wash their hands / sanitise prior to entering the classroom (alternative route to toilets first if practicable) then sanitise upon entry to the room.</li> <li>○ Hands must be washed (not sanitised) before snack and lunch time</li> </ul>	Low/Medium		
Break times	Children	<p><b>Break Time</b></p> <ul style="list-style-type: none"> <li>○ Children informed again of the importance of social distancing whilst outside</li> <li>○ Look at providing activities that can be easily cleaned – please wipe at the end of playtime – plastic objects best</li> <li>○ Outdoor fixed climbing equipment is closed to all children</li> <li>○ Supervising staff must keep a 2 metre distance from each other at all times</li> <li>○ Children to be reminded about social distancing and touching.</li> <li>○ Children to use toilets as required and wash hands. Member of staff monitors, no more than 2 in at a time.</li> <li>○ Stagger break-times, releasing each other for coffee / toilet break</li> <li>○ Children line up– 2m apart.</li> <li>○ Wash hands on re-entry to playground / learning room</li> </ul>	Low/Medium	Put cones on the playground so children know where to stand	

		<p><b>Wet Play</b></p> <ul style="list-style-type: none"> <li>○ Children stay in their rooms and places. Staff take them to the toilet during their designated break time.</li> <li>○ DVD's / activities available in the children's learning room Staff to release each other during learning time?</li> </ul>			
Break Times / lunchtime – Staff Room	Staff	<ul style="list-style-type: none"> <li>○ Staff must sit distanced from each other – please ensure the rota is used and staff do not mix with adults not in their class bubble</li> <li>○ Staff must collect their lunch from the servery or make their own drinks/food. Staff must put their own crockery and utensils in the dishwasher.</li> <li>○ Staggering of break-times / lunchtimes should help with traffic in staffroom when staff are making drinks. Staff must make their own drinks to avoid cross-contamination.</li> <li>○ Staff are responsible for their own social distancing so staff are encouraged to have lunch in their own classrooms / quiet areas</li> <li>○ An additional microwave to be purchased to support distancing</li> </ul>	Low/Medium		
Break Times Classrooms	Staff Children	<ul style="list-style-type: none"> <li>○ Whilst children are on breaks clean tables and door handles with a disinfectant wipe or disinfectant spray.</li> <li>○ Wear gloves whilst carrying out this task and wash hands after cleaning. Gloves are optional but hands must be washed after cleaning.</li> </ul>	Low		
Lunch breaks	Staff pupils	<p><b>Lunch Time</b></p> <ul style="list-style-type: none"> <li>○ Safe social distancing is continued to be advocated. Markers placed on the dining area floor to aid positioning for lunchtime queue when collecting food</li> </ul>	Low/Medium	Floor Markers in the hall to show where to line up	Teachers practice register order line with

		<ul style="list-style-type: none"> <li>○ Catering staff may consider wearing a mask while serving larger volumes of children.</li> <li>○ Children to stay two meters (head to head) from servery staff</li> <li>○ All children wash hands prior to going outside</li> <li>○ A supervisor/member of staff allocated to each group of children</li> <li>○ Staff to clean tables after children leave. Move children over to spaces as necessary. Space pupils apart</li> <li>○ Children go on the field / playground following lunch, no fixed climbing equipment to be accessed</li> <li>○ Lining up 2 metres apart– coming from field</li> <li>○ Wet play – children stay in their learning pod with their lunch supervisor. SLT will plan in detail when we know numbers.</li> </ul>			social distancing.  Wet lunch plan
First Aid – minor treatment	Staff Children	<ul style="list-style-type: none"> <li>○ Where minor first aid treatment is required First Aiders must ensure they wear gloves, apron and a face covering when dealing with injuries</li> <li>○ Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc</li> <li>○ Ensure records of injury and treatment are recorded and who administered first aid treatment</li> <li>○ Always wash hands after contact</li> <li>○ Send a text message/phone call to parents to give info about injury – notes will be required. Admin team will help if needed</li> </ul>	Medium	Inform parents about communication	
First Aid – Life threatening	Staff Children	<ul style="list-style-type: none"> <li>○ In the event of a serious injury or incident call 999 immediately.</li> <li>○ Wear face covering (visor and mask) and gloves when in close contact or dealing with bodily fluids</li> <li>○ Always wash hands after contact</li> </ul>	Medium		
First Aid & Medication	Staff Pupils	<ul style="list-style-type: none"> <li>○ First Aiders must always wear gloves when administering first aid procedures.</li> </ul>	Low/Medium		



	Others	<ul style="list-style-type: none"> <li>○ It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>○ Any dressings used to be double bagged (yellow bin)</li> <li>○ Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>			
Children who are upset	Staff	<ul style="list-style-type: none"> <li>○ Where a child is upset it is strongly advised to try to maintain a safe distance whilst offering comfort</li> <li>○ Encourage child to use a tissue to wipe eyes/nose etc. then safely bin</li> <li>○ If contact is required, consider wearing a face covering.</li> <li>○ Wash hands after contact</li> </ul>	Low/Medium		
Children with behavioural issues	Staff	<ul style="list-style-type: none"> <li>○ Where possible allow the child to vent their frustrations in a safe space</li> </ul>			
Children leaving at the end of the school day. Primary	Staff Parents Others	<p><b>Children Leaving at the end of the day</b></p> <ul style="list-style-type: none"> <li>○ Parents need to be on time, not early or late and ensure they follow social distancing. 1 adult only (where possible)</li> <li>○ Parents must leave playground as soon as collected – no loitering.</li> <li>○ Parents to be patient (it’s all new to us too)</li> <li>○ Parents to share information by email or telephone with the teacher in regards to their child. There will be no conversing on the door.</li> <li>○ Exit times as in letter to parents - based on surname</li> </ul>	Low	Parents need to be on time, not early or late and ensure they follow social distancing	
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> <li>○ Communicating with parents – through email for the teacher, or admin</li> <li>○ Urgent messages to be received by telephone</li> </ul>	Low	Inform parents	

		<ul style="list-style-type: none"> <li>○ Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed.</li> <li>○ Parents will be discouraged in congregating around the school site or entrances</li> <li>○ If a physical meeting is necessary, face masks must be worn</li> </ul>			
Singing		<ul style="list-style-type: none"> <li>○ Singing takes place only in larger well-ventilated spaces, or outdoors.</li> <li>○ Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.</li> <li>○ Limited numbers of people sing together.</li> <li>○ Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government are applied).</li> </ul>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>○ All staff are able to access the following information on-line for up to date information on COVID-19</li> <li>○ Public Health England</li> <li>○ Gov.co.uk</li> <li>○ NHS</li> <li>○ DfE</li> <li>○ Department for Health and Social Care</li> <li>○ The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> </ul>	Low		

		<ul style="list-style-type: none"> <li>○ Staff are made aware of the school’s infection control procedures/government guidance in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>○ Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>○ Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> </ul>			
hygiene practice	Staff Pupils Others	<p><b>Comprehensive infection control measures</b></p> <ul style="list-style-type: none"> <li>○ Pupils, staff and visitors are encouraged to wash their hands with soap or sanitiser and follow infection control procedures in accordance with the DfE and PHE’s guidance.</li> <li>○ Staff could wear a face covering (visor and mask) if they choose.</li> <li>○ Staff to be aware that gloves can increase transmission whereas handwashing can be more effective, if staff choose to wear gloves they must ensure they comply with frequent handwashing</li> <li>○ Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>○ Sufficient amounts of soap (or hand sanitiser where applicable), clean warm water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>○ Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>○ Handwashing – 20 seconds, soap and water. Use Happy Birthday x 2 song to support children.</li> </ul>	Low/Medium	<p>Print posters</p> <p>Class cleaning pack – stored in a high /secure place in the learning room.</p> <p>Inform parents about hair up, no jewellery, no watches etc</p> <p>Posters around school</p> <p>Cleaning kit in every room</p> <p>Thermometer in school</p>	

		<ul style="list-style-type: none"> <li>○ Handwashing when children leave the room</li> <li>○ Handwashing before children enter the room</li> <li>○ Handwashing before they eat</li> <li>○ Handwashing after blowing their nose</li> <li>○ Children encouraged to not touch their face, eyes, nose</li> <li>○ Use an elbow for a cough, sneeze</li> <li>○ Own packs of equipment</li> <li>○ Equipment used, tables and chairs will be cleaned at the end of the day</li> <li>○ Mid-day cleaning of door handles/contact points</li> <li>○ Doors will be propped open when safe to do so</li> <li>○ Symptomatic individuals do not attend, or if there is someone in the house who has the symptoms</li> <li>○ Revisit PSHE hygiene resources as a class</li> <li>○ Well ventilated – windows open, when possible</li> <li>○ Normal hygiene and washing of clothes when children arrive home</li> <li>○ Each child to have their own pen, pencil, ruler etc</li> <li>○ Then class sets of colours, glue sticks - working on basis of 6-8 children in a class. School staff clean at the end of the day</li> <li>○ Class cleaning kits (spray, cloth and wipes)</li> <li>○ Marking (where appropriate) - self marking in the lesson, teacher feedback in the lesson.</li> <li>○ No resources go back and forth between school and home, including reading books.</li> <li>○ Class text books can be used in school – 1 per child with name on it for the Summer Term. Not to go home.</li> </ul> <p>End of day cleaning routine</p> <ul style="list-style-type: none"> <li>○ All children's items to be placed in a box and put away. No marking until virus has died</li> <li>○ Spray tables, spray chairs</li> </ul>			
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		<ul style="list-style-type: none"> <li>○ Spray frequently touched areas</li> <li>○ Spray any resources used</li> </ul> <p>Cleaning plan by cleaners</p> <ul style="list-style-type: none"> <li>○ Mid-day cleaning of toilets touch points</li> <li>○ Cleaning of high focus area</li> <li>○ Bins emptied</li> <li>○ Face masks are not recommended. However this is a personal choice. The government have stated that “PPE is not needed in an educational setting, even if a distance of 2m is not possible” (DFE guidance)</li> <li>○ However, young children handling masks may cause an increase in transmission. Careful supervision is necessary and for young children, once the novelty has worn off they can be placed in bags.</li> <li>○ Staff and children - safety/hygiene – staff to continue to follow the procedures – give out the document again – tie hair back, no jewellery, cover arms and legs.</li> <li>○ Pupils are not allowed to share cutlery, cups or food.</li> <li>○ All cutlery and cups are thoroughly cleaned before and after use.</li> <li>○ Cleaning staff to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>○ The SBM will arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the provider, the Health Protection Team /Public Health England</li> </ul>			
Ill health	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high</li> </ul>	Low/Medium		

		<p>temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"><li>○ Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in a sterile room on a plastic chair where they will not come into contact with others and are supervised at all times.</li><li>○ Temperature can be taken</li><li>○ The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li><li>○ The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li><li>○ Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li><li>○ Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li><li>○ Pupil should be taken home immediately, along with any siblings, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li><li>○ Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li><li>○ Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li></ul>			
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Spread of infection	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>○ <b>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</b></li> <li>○ Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</li> </ul> <p><b>Suspicion – family must be tested and isolate until test results are returned (if 5+)</b></p> <p><b>Confirmed case</b></p> <ul style="list-style-type: none"> <li>○ <b>That child / staff member self isolates for 14 days with their family</b></li> <li>○ <b>other members of the group isolates for 14 days. Members of their household don’t need to isolate unless symptoms develop</b></li> <li>○ <b>deep cleaning in that area of the school</b></li> <li>○ Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>○ The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>○ Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil’s parents where necessary.</li> </ul>	Low/Medium	No out of school visits, trips, swimming.	
Management of infectious diseases	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> </ul>	Low/Medium	Parents to be informed if child has a new cough, sore throat,	

		<ul style="list-style-type: none"> <li>○ Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible</li> <li>○ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>○ The school is informed in advance by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>○ Staff have a legal responsibility inform the Principal when they plan to return to work after having coronavirus.</li> <li>○ Staff have the responsibility to inform the Principal if they have been advised to isolate or have the virus</li> <li>○ A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>		<p>temperature to keep their child at home.</p> <p>Thermometer to be used to check temperature</p> <p>Who will monitor cleaning standards?</p> <p>Inform parents that policy will be closely followed ie hayfever</p>	
Lack of communication	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ The school staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>○ The Principal contacts the local HPT (health protection team) or follows the advice given and discusses if any further action needs to be taken.</li> <li>○ School puts into place any actions or precautions advised by their local HPT.</li> <li>○ School keeps staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Low		
Cleaning while school open	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> <li>- All door handles</li> <li>- All tables and chairs used by staff and pupils</li> <li>- Toilet flushes and regular cleaning of toilets.</li> </ul> </li> </ul>	Low	Spray disinfectant/bleach	



		<ul style="list-style-type: none"> <li>○ All classrooms to have spray disinfectant and where possible disposable cloths/anti-bacterial wipes</li> <li>○ Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>○ All used cloths thrown away to be double bagged and then placed in a secure area i.e. yellow bag/ bin.</li> </ul>			
Statutory Tests and Inspections (health and safety)	Staff Pupils Others	<ul style="list-style-type: none"> <li>○ Statutory inspections to continue but with social distancing in place at all times.</li> <li>○ In-house inspections should continue to ensure the school remains as safe as possible.</li> </ul>	Low		
Contractors in school	Staff Pupils Others	<ul style="list-style-type: none"> <li>- Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>- Control measures regarding the Coronavirus must be included</li> <li>- School to ensure no pupils or staff are in the area where contractors are working.</li> <li>- Contractors will be designated a toilet they can use whilst on site.</li> <li>- Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>- They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>- If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul>	Low/Medium		
Visitors in school	Staff Pupils Other	<ul style="list-style-type: none"> <li>- Ensure visitors are aware of current health and safety guidance for the school (office inform visitors)</li> <li>- Ensure movement around school is kept to a minimum</li> <li>- Ensure agreement from parents / carers if pupils are working on a 1-1 with a visitor to school (e.g. social worker)</li> </ul>	Low / medium		

		<ul style="list-style-type: none"> <li>- Ensure contact details are kept for each visitor</li> </ul>			
Meetings within school	Staff / visitors	<ul style="list-style-type: none"> <li>- Meetings can be held between staff but they should not be prolonged.</li> <li>- If longer meetings are required, teams must be used</li> <li>- Face masks / PPE can be worn by staff</li> <li>- Short meetings re PPA can be carried out then teaching staff to work at home</li> </ul>			
Office area	Staff Other	<ul style="list-style-type: none"> <li>- Only two members of staff in the office at any time - PPA room/DHT office to be used for any other admin</li> <li>- Staff requiring office assistance must talk to staff through the hatch if they cannot email them / phone</li> <li>- As soon as staff have finished using their work station for the day, please disinfect thoroughly</li> <li>- Parents should email / telephone the office wherever possible</li> <li>- Only one parent / family to be in the vestibule at anytime</li> </ul>	Low		
Emergencies	Staff Pupils Others	<ul style="list-style-type: none"> <li>- All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>- Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>- Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	Low		

- *I fully understand the RA and have been given the opportunity to review it, raise questions and add any omissions or oversights*
- *I agree that these are reasonable measures to be taken to reduce the risk posed to staff, children and our families and therefore agree to coming into work as of June 1<sup>st</sup>.*
- *I understand that the risks will be continually monitored, that I will be able to raise any concerns, if noticed, and decisions will be taken with due regard for all our safety.*

*Signed:* \_\_\_\_\_

*Date:* \_\_\_\_\_