



Dedication - Courage - Joy

Version 2: Based on Schools Covid Operational Guidance
RISK ASSESSMENT - COVID -19
4th January 2022

Title:	Schools COVID-19 operational guidance Jan 2022
Owner:	St. John's CE (A) Primary School
Drafted:	17 th August 2021
Staff consultation:	1 st September 2021
1 st Review:	1 st September 2021
Amended:	1 st September 2021, 4 th January 2022
Approved:	4 th January 2022
Once in practice, fluid amendment/live document dates:	

This Risk Assessment will be reviewed regularly by the St. John's team. All can contribute to review and any changes will be communicated to all staff and parents. The RA will be shared with regular external teams City Cleaning, Catering and Sports Coaching staff.

Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.
Colossians 2:7

Pink represents the most recent addition

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Different variants have developed, including Delta and Omicron.

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

This Risk Assessment is for dealing with the current Covid-19 situation in the workplace and the full reopening of the school. It is not likely to cover all scenarios and each employer should consider their own unique circumstances and inform senior leaders of any changes to these.

Risk Rating - The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High (H)	Where harm is certain or near certain to occur and/or major injury or ill-health could result.	Urgent action
Medium (M)	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days.	Medium priority
Low (L)	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain.	No action or low priority action

Schools COVID-19 operational guidance Jan 2022 guidance considered

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Changes to the previous version Changes to the guidance since its 9 December 2021 publication include: • Updated the Face coverings section to include the use of face coverings in classrooms for Year 7 and above. (This does not apply to St. John's Primary age pupils)

As UK and local rates are still high St. John's have made the decision to maintain our measures and only gradually remove measures to support the health of the staff, parents, pupils and visitors. Many proportionate controls and measures will still remain in the near future. A 'step up' or 'step down' approach will be used with measures.

Key:

HT	Headteacher	(Susan Bowyer)
SLT	Senior Leadership Team	
SS	Site Staff	(John Cox/ Rob Preston)
HSLW	Home School Link Worker	(HSLW)
KL	Katt Lovatt	(EYFS Lead)
TB	Tracy Bettany	
TC	Tracy Colley	
CM	Chloe Moran	
DS	Donna Simpson	
JR	Jodie Roberts	
SI	Sharon Inskip	
CBS	Class Based Staff	
LT	Lunchtime Team	
CCT	City Cleaning Team	
BATs	Business, Administration Team	
FAs	First Aiders	
P	Parents	
V	Visitors	
G	Government	
RA	Risk Assessment	
C19	Covid-19	
OG	On Going	
T4S	Time 4 Sport	

RB Extra-Curricular Lead
KE Mental Health Lead

AREA

1. Building Compliance

Reducing the spread of Covid-19

2. Meeting School opening date of 5th Jan 2022
3. Promoting and Implementing Social Distancing
4. Illness and Covid-19 Symptoms or Covid-19 case.
5. Staffing
6. Mental Health
7. Additions and Changes to Cleaning
8. PPE (Personal Protective Equipment)
9. Handwashing
10. Sneeze and Coughs
11. First Aid
12. Medication
13. Equipment and Resources
14. Visitors
15. Sun Protection
16. Behaviour Policy
17. Emergencies

18. Curriculum (PE and Music)

19. Before and/or after school care.

20. Individual Risk Assessments

Pink represents the most recent addition

1. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 1 st Sept 2021 New Risk Rating H,M,L
Building Compliance	All building compliance has returned to the regular checks and controls and this will only be 'stepped up' where there is a need. E.g. Full or partial closure with a need for additional legionnaires checks.						

Reducing the spread of Covid-19

The Hazards

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

2. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
<p>Meeting School open date of 4th January 2022 to staff, pupils and visitors.</p>	<p>Spread of Covid19- Unable to meet requirements of risk assessment</p>	<p>Staff Pupils Parents Visitors to the premises Contactors Drivers</p> <p>Increase in C-19 exposure and or fatal</p> <p>Due to Government advice that they would look at usual opening of schools on 2nd September to pupils and 1st Sept 2021 to staff.</p>	<p>H</p>	<p>Risk assessment/planning/Actions met.</p> <p>The governors/ SLT are in conversation with the Local Authority, Unions etc.</p> <p>To allow governors to make the appropriate response as the employer and school to consult and implement changes with the staff, parents and pupils the school to open to all pupils on 5th January 2022</p> <p>If dates or advice changed by government, LA or Governors then this will automatically be followed.</p> <p>If the school are unable to meet the requirements of the above and the RA actions, the school will not reopen on the 5th January 2022 to pupils. The school will only reopen once these measures are in place.</p>	<p>HT/ govs</p>	<p>4th Jan 2022</p>	<p>All sections will be expected to be lowered to M if controls implemented.</p>

3.	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Promoting and Implementing Social Distancing	Spread of Covid-19 due to not social distancing	<p>Staff Pupils Parents Visitors to the premises Contractors Drivers</p> <p>Increase in C-19 exposure and or fatal</p>	H	<p>Initial reduction of extended services Clubs take place in bubbles (e.g. Year 3/4 after school Time 4 Sport). Where they cannot well ventilated areas are to be used.</p> <p>Where possible children will be taught in consistent year groups. Except for priority learning or pastoral support (e.g. phonics, interventions)</p> <p>Year groups will mainly be taught in one classroom/Area Nursery and reception in nursery and reception classrooms. Year 1 and 2 in year 1 and 2 classrooms. Y3/4 in Year 3 and 4 classrooms Year 5/ 6 in year 5 and 6 classrooms IT suite to be used and sanitised after use.</p> <p>Where possible groups do not mix – except for priority learning and pastoral. Social distancing reminders may take place.</p> <p>Staggered start/end to the school day and/or different exits to the end of the day. nursery 8.30 – 2.50pm (Nursery Door) Rec 8.30 – 2.50pm (Reception Door)</p>	<p>RB</p> <p>CBS HT</p> <p>CBS/ LT</p> <p>CBS/ LT CBS</p> <p>CBS/ LT</p> <p>SB/ BATs/ CBS</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	M

			<p>Year 1/2 8.30 – 2.50pm (Own classroom doors) Y3/4 8.35 – 2.55pm (Own classroom doors) Year 5/6 8.40 – 3-pm (Own classroom doors) Times are staggered but sibling can arrive and enter the school at the first child opening time.</p> <p>Lunchtime and individual playground areas for super phase bubbles.</p> <p style="text-align: center;">Lunch slot</p> <p>Nursery hall Rec hall Year 1/2 classes Year ¾ classes Year 5 hall Year 6 hall</p> <p>Allocated lunchtime exits and entrance used to outdoor areas. (individual classroom exits)</p> <p>Year 1-4 will eat in their classroom. Children follow one way system to collect their dinner on a tray and follow one way system back to class.</p> <p>Pupils with lunch boxes to store in their classrooms under their desks. (Nursery and Reception store in cloakroom).</p> <p>Pupils play on different playgrounds Nursery and reception - EYFS playground Year ½ KS1 playground Year ¾ KS2 playground (lower) Year 5/6 KS2 playground (top)</p> <p>2 metre distancing markers and posters around</p>	<p>CBS/ LT</p> <p>LT/ CBS</p> <p>LT</p> <p>CBS/ LT</p> <p>CBS/ LT/T4S</p> <p>BATs to</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th</p>	
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			<p>school building and entrances. BATs to maintain markers/ posters.</p> <p>Individual Group Toilets Nursery/Reception - Nursery/reception toilets Year 1/2 key stage one toilets – individual boys/ girls. Year 3/4 / Year 5/6 Key stage toilets – individual cubicles and sinks for year 3/4 – 5/6 pupils</p> <p>Timetable reviewed to meet reduce movement around the building.</p> <p>Groups seating will be used and where possible children remaining in their own seating place.</p> <p>Pupil in year 1-6 have their own work station space and limit movement around the class where possible. Where possible pupils books, equipment on the table to reduce movement around the class.</p> <p>No whole school collective worship but daily worship and reflection will continue within the groups. Virtual whole school can take place. Phase delivery during whole school and streamed to classes.</p> <p>A blended approach to meetings may take place (face to face or virtual) with colleagues and external agencies. Face to face, where possible, to be held at a social distance and in well ventilated room.</p> <p>Staffroom and rooms well ventilated with windows and seating at a distance. In the winter months it will still be important to maintain room ventilation and</p>	<p>maintain All</p> <p>CBS/ LT</p> <p>CBS/ SB</p> <p>CBS</p> <p>CBS</p> <p>CBS</p> <p>CBS/ HT</p> <p>CBS</p>	<p>Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	
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			<p>staff and pupils will be encouraged to use additional clothing layers to maintain a comfortable individual body temperature.</p> <p>Communication through letters and direction by staff, parents are aware to stay in their car until drop off times and where to stand before entering school if they have walked and where to stand on the playground at the beginning and end of the day. Reduce adult contact and immediate exit from the premises. 1 adult to drop off children (where possible).</p> <p>Where possible cars spaced on the car park. Staff and parents advised to do this. If unable to space cars wait until one family has moved away before getting out.</p> <p>All parents, visitors and adult staff to wear masks within the school building and in close conversation (masks do not need to be worn on school grounds unless in close conversation with another adult)</p> <p>If walking to school arrive at expected time so limiting waiting. If there is a need to wait. Line up along the path (right for receiving / left for leaving) at a distance.</p> <p>Parents to communicate through telephone or email to the office. Parents informed and encouraged to phone/ email rather than use the office hatch. Appointment with staff to be book in advance. Priority face to face meeting can take place with social distance measures.</p>	<p>All/ P</p> <p>All / P</p> <p>All/ P</p> <p>P</p> <p>BATs/ P</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	
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			<p>Encourage storerooms and cupboards, printing room, lift, stairwell, accessed by one person at a time. Sign indicate number of people in areas. BATs to maintain posters</p>	ALL	5 th Jan	
			<p>Remind children that they will remain on their group playground and will play with these children.</p> <p>Wet play children will remain at their work.</p> <p>Inability to maintain social distancing PPE equipment or hand washing if PPE not used due spontaneous touch by pupils. Children will reach out for comfort, where possible to do this with words and facial expressions. Consider wearing PPE equipment is a child needs comforted physically for a longer period of time.</p>	BATs	5 th Jan	
				CBS/ LT	5 th Jan	
				All staff	5 th Jan	
				All staff	5 th Jan	
				All staff		
			<p>Staff remain at a distance where possible in meetings/ lunch time (e.g. 1metre).</p> <p>Staffroom/Hub – Sit social distanced.</p> <p>To socialise/sit socially distanced for lunch within year group bubbles in own classroom spaces/ staff room</p>	All staff	5 th Jan	
			<p>Parents asked to wear masks within the school building. Masks worn by all for parents meetings. Staff to wear masks in public areas. Visitors to school - if visiting for a longer period to</p>	All	5 th Jan	

			<p>wear masked in public area and may remove mask in meeting rooms as long as social distancing is maintained and the room is ventilated (where possible).</p> <p>Children in primary schools do not need to wear a face covering and they should not be asked to wear one.</p> <p>Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p><i>Guidance for wearing mask:</i></p> <p><i>When wearing a face covering, staff, visitors and pupils should:</i></p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p><i>When removing a face covering, staff, visitors and pupils should:</i></p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing 	<p>All</p> <p>Staff, V, P</p>	<p>5th Jan</p> <p>5th Jan</p>	
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			<ul style="list-style-type: none">• <i>only handle the straps, ties or clips • not give it to someone else to use</i>• <i>if single-use, dispose of it carefully in a household waste bin and do not recycle</i>• <i>once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</i>• <i>if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</i> <p><i>wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once remove</i></p>			
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4. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Illness and Covid-19 symptoms or Covid-19 case.	Spread of Covid-19 due to possible case.	<p>Staff Pupils Parents Visitors to the premises Contactors Drivers</p> <p>Increase in C-19 exposure and or fatal</p>	H	<p>Normal sickness policy followed for usual illness sickness.</p> <p>Staffing Shielding can return to work of an individual risk assessment is in place and they have receive doctor's clearance.</p> <p>Staff and Parents reminded of the Covid-19 symptoms (Parent letters/ newsletters). Children and staff are not to come into school if any of these symptoms are displayed and latest test and trace guidance followed.</p> <p>If a confirmed case/s Covid-19 school will follow the government guidance in relation to isolation.</p> <p>If returning from a holiday ensure you do not need to self-isolate. If you do then please do not return to school and contact the school to inform them.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member</p>	<p>All</p> <p>HT/ shielding staff</p> <p>HT/ All P</p> <p>HT All</p> <p>All Staff P visitor</p> <p>All Staff P</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	M

			<p>has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the senior leadership as soon as possible</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Government guidance will be followed in relation to the need to communicate confirmed cases to parents and staff.</p> <p>The school is informed in advance by pupils' parents when pupils return to school after having C19 – the school informs the relevant staff.</p> <p>Staff inform the HT when they plan to return to work after having coronavirus. BATs/HSLW inform all relevant class based staff using the pupil tracked overview of pupils return dates. If a child enters the building before the date, inform a senior leader immediately so that the pupil can be isolated and the start date further communicated to parents.</p> <p>The usual absence procedures for parents and staff will remain. Staff to phone</p>	<p>All/HT/</p> <p>HT/</p> <p>BATs All Staff P</p> <p>BATS/ HSLW HT Staff</p> <p>Staff HT/ Phase</p>		
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				<p>HT/phase lead. Parent to phone the school office.</p> <p>2x per week home testing kits are available to staff. Report result to HSLW and NHS reporting result service</p> <p>Visitors to be kept to a minimum and are asked to take a test on the morning of their visit to school</p>	<p>lead P</p> <p>Staff HSLW</p> <p>v</p>		
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5. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Staffing	<p>Lack of timely actions to support first aid and safeguarding next steps.</p> <p>Lack of supervision</p>	<p>Staff Pupils Parents Visitors to the premises</p> <p>Increase in C-19 exposure and or fatal</p> <p>Pupil accident due to lack of adult supervision.</p>	H	<p>Staffing profile and there are a sufficient number of staff available for critical roles. E.g. first aid, safeguarding.</p> <p>Appropriate ratios are maintained E.g. Early Years ratios.</p> <p>HSLW check first aid book for patterns in 'hot spots' of high ratio incidents.</p>	<p>HT</p> <p>KL/ HT /SBL/ SMS</p> <p>HSLW</p>	5 th Jan 2022	

6. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Mental Health	Decrease in mental health due to added pressures of C19	<p>Staff Pupils Parents</p> <p>Physical and mental deterioration due to added stress.</p>	H	<p>Mental health and wellbeing awareness promoted to staff during the C-19 outbreak and will offer whatever support they can. Open two way communication encouraged.</p> <p>Leaders have an awareness of workload when making decision as to staff tasks and expectations, with added personal/home changes. Ongoing consultation.</p> <p>Whole school worship (streamed to whole class with one super bubble) and daily class worship will remain and RE and PSHE lessons to address age appropriate concerns around C19.</p> <p>Streamed celebration worship to praise pupils.</p> <p>‘Open door policy’ to staff and parents to continues to talk about anything to staff and senior leaders. (Parents preferably by phone and email and if necessary in person).</p>	<p>HT/KE All staff</p> <p>HT/ SLT</p> <p>SLT CBS</p> <p>SLT/ CBS HT/ SLT</p> <p>All staff P</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	L

			<p>Mental health/ support agencies list of remains available on the home learning page for parents or staff to access.</p> <p>Some PPA time can be taken at home.</p>	SBL/ Staff/ KE		
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7. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Additions and Changes to Cleaning	Spread of Covid-19 due to lack of surfaces being cleaned and removal of infection.	Cleaners Staff Pupils Parents Visitors to the premises Contactors Drivers Increase In C-19 exposure and or fatal	H	Ensure appropriate number of cleaning staff (Regularly daily 3 team members) Midday touch point clean. (after lunch break) Taps/flush points/ doors/light switches Desks and tables (individual places – at end of day by CCT) key pads/ kettle/ microwave/ kitchen and fridge handles photocopier pads/ telephones/ key boards Font Door and office and main photocopier, Inventory Dinner hall - Tables sprayed between lunch groups by lunch time staff. Dinner time tray runner to be sanitised between groups If a case confirmed in school of Covid-19 an additional clean to the school will take place before all staff and pupils return.	CCT EYFS - CM/TC/DS/JR KS1 - TB KS2 - SI CBS All staff wipe after use. BATs LT /HT City Cleaning	4 th Jan 2022 5 th Jan 5 th Jan 5 th Jan 5 th Jan	M

			<p>Cleaning stock revisited regularly. All staff to inform the cleaning team if stocks are low so that BATs can place a requisition form with the office team of the items needed.</p> <p>City cleaning to carry out 'usual daily cleaning routine' with added daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy with a higher emphasis on: Sanitise chairs and tables Touch points</p> <p>Cleaning products in line with COSHH guidance and Government and Trust cleaning guidance.</p> <p>Regular clean for items and equipment that are used by the same groups (E.g. Lego, balls. Pencils).</p> <p>CBS to clean items and resources they deem need and additional clean at the end of the day or within the day in additional to the weekly clean.</p> <p>Classrooms have light cleaning products (e.g. antibacterial spray/cloths for ongoing cleaning by CBS/HT. These will be stored in a locked cupboard within the classroom for easy access at</p>	<p>BATs</p> <p>City cleaning</p> <p>City Cleaning</p> <p>CBS/LT</p> <p>CBS/LT</p> <p>CBS/ LT</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	
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				<p>intervals throughout the day.</p> <p>EYFS staff to include outdoor equipment within the end of week cleaning including where they deem additional clean between. Using disinfection as appropriate.</p> <p>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.</p>	<p>EYFS</p> <p>HT/phase lead</p>	<p>5th Jan</p> <p>5th Jan</p>	
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8. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Sept 2022 New Risk Rating H,M,L
PPE Personal Protective Equipment	Spread of Covid-19 due to water droplet and touch exposure.	Staff Pupils Increase in C-19 exposure and or fatal	H	<p>Uniform (pupils) and Clothes of pupils and staff advised to wear clean clothes each day and washed before re-wearing. Uniform (pupils)/clothes should be sensible and give appropriate protection from the sun. No open toes for pupils. Personal items, like watches and rings advised not to be worn in school.</p> <p>PE – N- Years 6 come to school in PE kits on their allocated day.</p> <p>Transferring items between home and school. Where possible and safe clean with antic-bacterial wipes or soap and water if not electrical.</p> <p>PPE provided (disposable gloves, disposable aprons and face mask).</p> <p>Face visors provided for those who have requested one. They are responsible to clean these daily.</p> <p>Staff to watch ‘donning and doffing’ as to PPE use. https://www.youtube.com/watch?v=-GncQ_ed-9w</p>	All staff/ P Pupils/ P All staff/ P All Staff All staff All staff	5 th Jan 5 th Jan 5 th Jan 5 th Jan 5 th Jan	M

				Staff should test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.	All staff	5 th Jan	
				We recommend all school staff and eligible pupils take up the offer of a vaccine .	All staff	5 th Jan	
9. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4th Jan 2022 New Risk Rating H,M,L
Handwashing	Spread of Covid-19 due to not applying appropriate hygiene. Water droplets and touching surfaces and people	Staff Pupils Parents Visitors to the premises Contractors Drivers Increase in C-19 exposure and or fatal	H	Frequent handwashing promoted. Hand washing facilities with soap and water in place. Soap pumps available to children to ensure good use. Drying hands with hand dryers and children encouraged and reminded regularly to dry hands to also reduce dry/chapped hands. RP check for stock (pumps/ paper towels) Staff and specific pupils encouraged to protect the skin by applying emollient cream if they have eczema/ dry hands to prevent open skin.	All All RP CBS/ LT P	5 th Jan 5 th Jan 5 th Jan	M

				Promoted in curriculum with the children	All	5 th Jan	
				Reminder show to wash appropriate and supervise handwashing as outlined by the government. E.g. 20 seconds	All	5 th Jan	
				Sanitiser Gel or wash hands when entering the building each time. Between areas/ before eating and where individual staff in charge of the children feel is appropriate to reduce the spread of C19.	All	5 th Jan	
				Washing hands thoroughly for 20 seconds with running water/soap and drying thoroughly or use alcohol hand rub/sanitiser.	All		
				Hand washing is encouraged and hand sanitizer . Sanitizer available in areas where hand washing is not readily available. ABHR – Alcohol based and rub is advised.		5 th Jan	
				Signage used to promote government guidance on handwashing.	BATs	OG	
				Stock revisited regularly.	BATs/ RP	OG	

10. Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Sneeze and coughs	<p>Spread of Covid-19 due to not applying good hygiene.</p> <p>Water droplets</p> <p>Surfaces</p>	<p>Staff Pupils Parents Visitors to the premises Contractors Drivers</p> <p>Increase in C-19 exposure and or fatal.</p>	H	<p>Children re-taught and reminded to cough in to inner elbow and 'Catch it, Bin it. Kill it.'</p> <p>Children and staff reminded to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissue boxes in each class.</p> <p>Use bins with lids where possible/ regular disposal of bin contents.</p> <p>Stock revisited regularly</p> <p>Visors have been offered to staff and are we are aiming for these to be available soon for those individuals who have requested one.</p>	<p>CBS</p> <p>All staff</p> <p>CBS</p> <p>CBS</p> <p>BATs/ RP</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	

11.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
First Aid / Intimate care	<p>Spread of Covid-19 due to not social distancing.</p> <p>Water droplets Touch</p>	<p>FAs Staff Pupils Parents Visitors to the premises Contactors Drivers</p> <p>Increase In C-19 exposure and or fatal</p>	H	<p>Normal First Aid hygiene procedures apply. E.g. Wash/sanitise hands before and after treating a casualty.</p> <p>PPE Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves, disposable apron and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. Visors to be available and to be cleaned with Milton after each use.</p> <p>Use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/</p> <p>Staff to watch 'donning and doffing' as to</p>	<p>FAs</p> <p>FAs</p> <p>FAs</p> <p>FA/ SBL/ BATs</p> <p>All staff FAs</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th</p>	

			<p>PPE use. https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <p>Where adults can direct pupils to carry out their own first aid then this can be done (e.g. light graze and children can wiped knee with and antiseptic wipe) and encourage pupils to use good handwashing.</p> <p>First aid administered in first aid room if more children than safe space available then children sit at a social distance in the hub.</p> <p>All CBS take temperatures of staff and pupils with their class. Taken on arrival, in the morning and after lunch.</p> <p>If a suspected C19 case or symptoms, a supervised child/adult may sit outside the front HT office or in the HT office so that parents or ambulance can directly come to the front door. Any members of staff or pupil 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. To use the visitors toilet if needed and closed of to others until a clean has taken place. FAs to wear PPA whilst with child/ staff member who is showing symptoms of Covid-19</p> <p>Ventilation – windows and internal door open only to allow ventilation.</p> <p>Full PPE to be used for intimate care.</p> <p>Telephone the office if assistance is needed.</p>	<p>FAs</p> <p>FAs</p> <p>CBS</p> <p>FAs</p> <p>All staff</p>	<p>Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	
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12.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Medication	<p>Spread of Covid-19 due to not social distancing.</p> <p>Water droplets surfaces Touch</p>	<p>First Aiders Staff Pupils Parents Visitors to the premises Contactors Drivers</p> <p>Increase in C-19 exposure and or fatal</p>	H	<p>Ailments that can be controlled by medication at home e.g. hay fever or similar, then to do so. This will reduce items being transferred between home and school and staff and pupils physical contact.</p> <p>Following the filling in of the medication form – medication to be carried into school by pupil where possible in a sealed sandwich bag-with clean medication spoon. Outer bag wiped with antibacterial before placed in the hub fridge.</p> <p>Medication to go home so cleaning can take place – if it hasn't been used and is safe to stay at school then this could be done to reduce the transmission risk from Home-School ·</p> <p>Asthma Follow normal school asthma procedures. Sanitise items if assisting is needed to use medication. Wear PPE and wash hands following assistance.</p>	<p>BATs/ P</p> <p>BATs P HSLW CBS</p> <p>BATs P HSLW</p> <p>BATs P HSLW CBS</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	M

13.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Equipment and Resources	Spread of Covid-19 due to sharing equipment. Surfaces	Staff Pupils Parents Visitors to the premises Contractors Drivers Increase in C-19 exposure and or fatal	H	<p>Pupils have a school set of stationary no stationary from home. No pencil cases from home, children provided with own set of basic pencils, glue stick etc.</p> <p>Practical lessons – equipment cleaned regularly if the same group or cleaned after use if between groups. Some tools e.g. paint brushes can be cleaned at the end of the lesson by the children using soapy water.</p> <p>Provide disposable paper towels in staffrooms to replace use of towels.</p> <p>Each group access their 'outdoor group box' of equipment. Regular clean with sanitiser or wipes. Equipment should not be shared across groups unless cleaned or left for 72 hours.</p> <p>Coats and bags on stored on individual pupil chair.</p> <p>All unnecessary equipment stored away. Soft furnishings and toys removed where possible. From both public and class based</p>	<p>CBS/</p> <p>CBS</p> <p>SS</p> <p>LT</p> <p>CBS/ LT</p> <p>CBS/ LT/ P</p>	<p>5th Jan 2022</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	M

				<p>areas. Regular clean were these are used.</p> <p>Lunch boxes and pupil water bottles washed each night and stored under own desk.</p> <p>Staff to wash hands after marking books.</p> <p>Staff to place all cups, utensils in the dishwasher or wash their own cup with hot soapy water at the staffroom sink.</p>	<p>CBS P</p> <p>CBS</p> <p>All staff</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	
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14.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Visitors	<p>Spread of Covid-19 due to not social distancing.</p> <p>Water droplets surfaces Touch</p>	<p>Staff Pupils Parents Visitors to the premises Contractors Drivers</p> <p>Increase in C-19 exposure and or fatal</p>	H	<p>On arrival visitors reminded of : Not having personal illness that present covid symptoms . BATs to ask if they have returned from abroad recently. Handwashing on arrival and throughout visit. Social distancing maintained. Separate visitor toilets</p> <p>Where EMERGENCY contractors are coming into school, they must have up to date Risk Assessments and Method Statements. (RAM) arranged in advance with SS& SBL. Control measures regarding the Coronavirus must be included within their RAM documents. Pupils to not be in the area of working and staff and contractors to maintain a social distance.</p>	<p>BATs/ V</p> <p>HT/ contractors</p>	<p>5th Jan 2022</p> <p>5th Jan 2022</p>	M

15.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Sun Protection	Increased exposure to the sun Spread of Covid-19 due to touch.	Staff Pupils Staff and children Sun burnt illness related to over exposure to the sun. Increase in C-19 exposure and or fatal	H	Due to increased use of outside areas for education a high consideration given to the impact of sun burn etc. - Lack of shade will reduce this. Parents communicated to apply Sun creams/ washable hats to their children before school and staff encourage reapplication throughout the day. Staff encourage children to apply their own cream with adult direction. Where children are unable to do this staff wear gloves to support the child in application of cream. Adults take responsibility for their personal sun protection and apply sun protection to themselves. Staff to minimise periods outdoors if extremely hot and use shaded areas provided.	CBS/ P All adults CBS/ LT	5 th Jan 5 th Jan 5 th Jan	M

16.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Behaviour Policy	Spread of Covid-19 due to touch.	Staff Pupils Increase in C-19 exposure and or fatal	H	<p>Review Behaviour policy that involves ‘positive touch’ and reassurance and physical management of pupils. Where possible actions taken for reassurances of pupils and behaviour management will not involve touching of pupils.</p> <p>If normal behaviour strategies have been followed and the risk has been deemed physical management is required e.g. to stop child hurting themselves or others. Then adults may be required to ‘swap in’ once PPE has been applied and adult without PPE at initial response to the incident to wash themselves with soap and water.</p> <p>‘Positive touch’ is important to reassure pupils but this should be kept to a minimum with other positive praise used (e.g. smiles thumbs, large gestures). If reassurance is needed physically then PPE equipment may need to be used.</p> <p>Behaviour policy shared and taught with all pupils during the first week and revisited, including social distancing rules.</p>	<p>SLT/ All adults</p> <p>All staff</p> <p>All staff</p> <p>CBS</p>	<p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p> <p>5th Jan</p>	M

17.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Emergencies	School staff stepping into local parentis / next of kin if parent/next of kin not available to make decisions about their child's/next of kin's health in a timely manner.	<p>Staff Pupils</p> <p>Increase in C-19 exposure and or fatal due not having full personal knowledge of the child/staff member.</p> <p>Other illnesses not addressed in a timely manner due to not having full personal knowledge of the child's / staff member's illness.</p>	H	<p>Usual emergency procedures apply.</p> <p>All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required.</p> <p>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p>	BATs P/ All adults	5 th Jan	M

18.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Curriculum	Spread of Covid-19 due to touch.	Staff Pupils Increase in C-19 exposure and or fatal	H	<p>Music, Dance and Drama You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs.</p> <p>Singing Singing, wind and brass playing can continue. Singing Worship will be taken in</p>	CBS/ External teachers /coaches	5 th Jan	M

			<p>bubbles. airflow and social distancing and mitigation can be maintained. 1x super bubble in the hall for singing and worship. 1 class in the class Or use of outdoor space.</p> <p>Microphones Use microphones where possible.</p> <p>PE Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. PE taught in class bubbles</p> <p>Sports equipment is cleaned between different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p>			
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19.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 5 th Jan 2022 New Risk Rating H,M,L
Before school care	Spread of Covid-19 due to touch.	Staff Pupils Increase in C-19 exposure and or fatal	H	<p>Children will use the hall space but will be sat in either class bubbles/ or family groups.</p> <p>Tables and chairs sanitised before storing for the evening.</p> <p>Equipment kept within bubbles for that session and then quarantined or sanitised if between bubbles sanitised if moving between bubbles.</p> <p>Staff to maintaining the distance where possible.</p> <p>Masks worn when greeting parents and if working very closely with the children.</p> <p>Toilet use – children use their own KS toilets as they would in the school day.</p> <p>Pupils have individual plates and cups. Staff washing hands before serving/ hand gel used.</p>	Care club team	5 th Jan	M

				Pupils and staff temperature checked before entering the club.			
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20.Area	What are the Hazards?	Who might be harmed and how?	Risk Rating	Controls Required	Actions by whom?	Actions by when?	Checked and implemented on 4 th Jan 2022 New Risk Rating H,M,L
Individual Risk Assessments	Spread of Covid-19 due to touch.	Staff Pupils Increase in C-19 exposure and or fatal	H	All staff communicate to inform HT/ SMS/SBL of a need for an individual risk assessment. All staff to monitor and raise to HT/phase lead if they feel a pupil or adult would need an individual risk assessment. Staff members identifying as BAME (Black, Asian, Minority Ethnic) are significantly more at risk of the worst effects of COVID 19. An individual risk assessment put in place where requested.	All HT/ SMS SBL P All	4 th Jan 2022 4 th Jan	M

Kitchen and cleaning existing controls in place.
Separate risk assessments provided by City Catering and City Cleaning.