

## Additional Control Measures September 2020 COVID-19 Risk Assessments (Premises and Operations)

Hazard Description and How are people at risk	Additional Control Measures to consider for September opening - PREMISES
<b>Spread of COVID-19 School Operations/ Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In KS 2 classrooms, desks will be arranged to face forward with pupils sitting side by side</li> <li><input type="checkbox"/> All usual pre-term building checks will be carried out before school opens in Autumn term</li> </ul>

Hazard Description and How are people at risk	Additional Control Measures to consider for September opening OPERATIONS
<b>Hazards in relation to staffing and daily operation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff must work from home where they are able to (e.g. management and PPA time as necessary or appropriate)</li> <li><input type="checkbox"/> Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply.</li> <li><input type="checkbox"/> Resources such as books and games will be shared within the bubble and will be cleaned regularly as necessary</li> <li><input type="checkbox"/> Resources such as sports, art and science equipment must be cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastic) by different bubbles.</li> <li><input type="checkbox"/> Parents only allowed in the school by appointment and at the discretion of the Headteacher and where possible outside of school hours</li> <li><input type="checkbox"/> If in use, outdoor play equipment will be cleaned frequently, before and after use and between groups.</li> <li><input type="checkbox"/> The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, hats, coats and books, stationery frequently used items such as pens and pencils. Only school book bags to be used.</li> <li><input type="checkbox"/> Sharing individual / personal equipment will be discouraged.</li> <li><input type="checkbox"/> All pupils must have their own water bottles which will be washed regularly in school</li> </ul>
<b>Infection prevention through social distancing minimising contact between groups</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Younger children will be kept separate from other groups within the school but <b><i>will not be expected to distance within their group.</i></b></li> <li><input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible.</li> <li><input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone.</li> <li><input type="checkbox"/> School assemblies and collective worship sessions with more than one group will not be held.</li> <li><input type="checkbox"/> Movement around the school will be kept to a minimum and break times and lunch times will be staggered to prevent busy corridors, entrances and exits.</li> <li><input type="checkbox"/> Some staff will work across groups (bubbles) across the school e.g. for PPA cover.</li> </ul>

<p><b>Cleaning and hygiene processes</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils will be instructed to wash or sanitise their hands on entry to and exit from school, returning from breaks, before and after eating and when they have been to the toilet.</li> <li><input type="checkbox"/> Sufficient hand washing or hand sanitising stations to be made available around the school (at each entrance point)</li> <li><input type="checkbox"/> Sufficient waste bins are provided close to wash stations and emptied regularly</li> <li><input type="checkbox"/> Standard cleaning products and disinfectant will be used for cleaning</li> <li><input type="checkbox"/> Cleaning kits will be provided in each class bubble. Stores of cleaning equipment and PPE is kept in the cupboards in the Meeting / Medical Room (to be accessed outside school hours). Staff are expected to inform the School Business Manager if stocks are running low.</li> <li><input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a></li> <li><input type="checkbox"/> Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/shared areas, frequently touched surfaces.</li> <li><input type="checkbox"/> Staff to clean surfaces and regularly touched objects (light switches, door handles etc) as necessary.</li> </ul>
<p><b>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</b></p>	<p>The updated government guidance outlines that: <b>social distancing measures WILL NOT apply on dedicated school transport</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schools will record how each person (pupils and staff) travels to and from school (to support Track and Trace) <b>system yet to be developed</b></li> <li><input type="checkbox"/> <b>Control 'offsite activities have been suspended' now removed</b></li> <li><input type="checkbox"/> Domestic Overnight and overseas educational visits remain suspended</li> <li><input type="checkbox"/> Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required.</li> </ul>
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where a child develops symptoms whilst at school, they will be moved to the Meeting / Medical room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff (in most cases the Headteacher)</li> <li><input type="checkbox"/> PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves. PPE equipment is stored in the cupboards in the Meeting / Medical room</li> <li><input type="checkbox"/> A designated emergency toilet (in kitchen corridor) will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a> before anyone else can use it.</li> </ul>
<p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pregnant women will be advised to follow the guidance available for <a href="#">clinically vulnerable people</a></li> <li><input type="checkbox"/> Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk e.g. Pregnancy, Asthma etc.</li> </ul>
<p><b>Hazards in relation to eating and safe welfare facilities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A second staff room will be established in the Hall. Each member of staff will be allocated to one staffroom and one staff toilet.</li> <li><input type="checkbox"/> Shared use of staff rooms will be minimised and social distancing measures implemented to limit staff use at any one time.</li> </ul>
<p><b>Staff wellbeing issues</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures.</li> <li><input type="checkbox"/> Staff well-being will be monitored (system to be agreed)</li> </ul>

<b>Training</b>	<input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within the current risk assessments and their supplements
<b>Monitoring</b>	<input type="checkbox"/> The Risk Assessments and their implementation will be monitored by the SLT on at least a weekly basis, and will take account of well-being survey information, weekly LA infection reports and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the Risk Assessment reviews
<b>Dissemination</b>	<input type="checkbox"/> This document will be provided to all staff and available on request and the school website.