

Risk Assessment – COVID-19 (v3.1)	21/06/2021	Dukesgate Academy
<b>Responsible Person</b>	Mrs Jane Garner - Headteacher	
<b>Other Persons Involved</b>	Miss Melanie Slater – School Business Manager and Mrs Yvonne Dolan – Head of Inclusion	
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">DfE - Schools Coronavirus (COVID-19) Operational Guidance</a> (24 May)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (24 May)</li> <li>• DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a> (14 June)</li> <li>• DfE – <a href="#">Face coverings in education</a> (24 May)</li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care</a> (1 March)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (18 May)</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (20 May)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (16 October)</li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul>	

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

**At all times**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

**In specific circumstances**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

**In response to any infection**

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
  - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
<b>Infection Control (people)</b>	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• An individual RA is available for those who feel they may be at higher risk from infection</li> <li>• Clinically extremely vulnerable staff (CEV) are advised to work from home where possible.</li> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Any other staff who are not required in school and who can continue to work from home will do so</li> <li>• Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out.</li> <li>• Health screening of staff carried out weekly on a Monday (are you unwell, is anyone in your household unwell or awaiting a Covid test result?) with completed forms sent to line manager before starting work and daily health check-in with line manager.</li> <li>• All staff, including regular contracted staff e.g. supply staff, cleaners, sport coach and catering staff have been offered LFD home testing kits. Training provided regarding recording and reporting test results to school and NHS Test &amp; Trace. Testing takes place Sunday and Wednesday Evenings. Staff trained in how to respond when producing a negative, void or positive result.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test.</li> <li>• Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place.</li> <li>• Where the PCR test returns a positive result:               <ul style="list-style-type: none"> <li>○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time.</li> <li>○ The staff member must notify their line manager at school immediately. Teachers must notify JG, Teaching Support Staff must notify YD and Office and Site Staff must notify MS.</li> <li>○ Coaching staff and regular agency staff should notify their line manager and will also be provided with an emergency contact number for school.</li> <li>○ Where two or more cases occur within 14 days the school contacts the DfE helpline and local Health Protection Team for advice on any further action required.</li> <li>○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate.</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.</li> </ul> </li> <li>• If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so.</li> <li>• Where an LFD test returns a positive result:               <ul style="list-style-type: none"> <li>○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work.</li> <li>○ The school must be notified of the test result in the case of testing from home following the procedure above.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Where two or more cases occur within 14 days the school contacts the DfE helpline and local Health Protection Team for advice on any further action required.</li> <li>○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.</li> </ul>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>● Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>● Where two or more cases occur within 14 days the school contacts the DfE helpline and local Health Protection Team for advice on any further action required.</li> <li>● A negative result means the pupil can return to school.</li> <li>● Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>● Clinically extremely vulnerable pupils are advised to follow the guidance from their medical professional.</li> <li>● Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> </ul>

		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>• All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. Inventory Visitor System updated to secure Covid-19 Screening prior to admission.</li> <li>• Details of any specific local procedures are communicated to all visitors before they come to site.</li> <li>• Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance.</li> <li>• Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis.</li> <li>• Deliveries of supplies are managed at the main entrance to the school, using the intercom system to communicate with the receptionist or site manager. There are separate entrances to the kitchen from outdoors.</li> <li>• Parents and visitors are managed at the main entrance to the school, using the intercom system to communicate with office staff.</li> <li>• Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.</li> </ul>
<b>Suspected / confirmed case in school</b>	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed.</li> <li>• Pupils with symptoms are isolated in a dedicated area by the school office. Where this is not possible, they are kept at least 2m away from all other persons. Pupil's well-being and status is observed from a safe distance where possible.</li> <li>• If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products</li> <li>• Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Any pupil with symptoms is escorted to the allocated area.</li> <li>• Headteacher immediately informed of child being unwell with suspect Covid-19.</li> <li>• Parents/Carers contacted and asked to collect immediately (3 emergency contact numbers held by school for most pupils).</li> <li>• Symptomatic pupils must be collected by a family member.</li> <li>• Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme.</li> <li>• PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.</li> <li>• Updated guidance received from local Health Protection Team detailing local arrangements. Copy given to JG, YD, MS and VH.</li> <li>• Double bagged receptacle in situ. All PPE to be removed afterwards following government guidance and stored in a specified container in an external area away from public access.</li> <li>• Area must be thoroughly cleaned and ventilated afterwards.</li> <li>• RD notified immediately of any confirmed cases in school.</li> </ul>

<p><b>Infection Control (practices)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <li>• <u>Early years and Primary</u> <ul style="list-style-type: none"> <li>○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions)</li> </ul> </li> <li>• <u>All</u> <ul style="list-style-type: none"> <li>○ Face coverings are required by law for those &gt;11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these</li> <li>○ The school holds a small supply of disposable face coverings</li> <li>○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene</li> <li>○ Local Health Protection Team advised all schools to recommend parents/carers to wear face coverings when dropping off and collecting children.</li> <li>○ Staff are briefed in the safe use and disposal of face coverings.</li> </ul> </li> </ul> <hr/> <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or hand sanitiser is readily available</li> <li>• Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary</li> <li>• ‘Catch-it, bin-it, kill-it’, promoted throughout school.</li> <li>• The school provides tissues and sufficient bins to support disposal of waste.</li> <li>• Teachers revisit infection control practises with children at the start of term and at least weekly.</li> <li>• Practices built into school behaviour culture.</li> <li>• School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Specific arrangements in place to support named individuals.</li> <li>• All teaching areas and classrooms are fitted with hand washing facilities.</li> <li>• Handwashing is built in to the school timetable.</li> <li>• Individual children with skin conditions are identified.</li> <li>• Frequent reminders throughout the day to promote good hand and respiratory hygiene.</li> <li>• Regular robust handwashing to be carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises.</li> </ul>
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Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Additional cleaner contracted for 2 hours daily extra cleaning during the lunch time period to clean toilet facilities and frequently used surfaces.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.
- Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.
- If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required.
- All staff provide an element of day to day cleaning, wiping of surfaces and resources during the day. This is in addition to the thorough cleaning provided by contracted cleaners. Staff are trained in the use of appropriate PPE for such tasks and the use of COSHH approved substances and the safe disposal of waste.
- Each bubble provided with material for intermittent cleaning throughout the day.
- Staff made aware of COSHH/data sheets, which will be made available and must only use products made available.
- Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use.
- Cleaning materials provided in the staff toilets.
- All surfaces to be clear at the end of each day to ensure robust cleaning can take place.

### Grouping and Measures Within Classrooms

- Early Years

- Normal group sizes in place, but mixing between groups minimised wherever possible
- No expectation that young children distance within their groups
- Parents and carers are encouraged to limit the number of settings their child attends
- Focus is on consistent groupings and the robust practising of the other points in the system of controls

- Primary

- Consistent grouping practised as much as possible
- Mixing between groups is minimised.
- Mixing in wider groups for specialist subjects or wraparound care is managed.
  - Breakfast Club – V&KW pupils only attending and grouped in to their class bubbles of 8 sitting at their designated table and socially distanced from other bubbles. Chequerboard arrangement of tables in the hall to ensure 2m distancing is maintained. When possible supervising adults are from the same class bubble.
  - After breakfast club has finished all the tables and frequent touch points are cleaned down by staff.
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
- In primaries, staff practise distancing from pupils and staff whenever circumstances allow
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.

- Wrap-around provision/extra-curricular activities

- Only provided for vulnerable children, young people or,
- Other children, where the provision is:
  - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
  - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
  - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments
- Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session.



### Measures Elsewhere

- Groups are kept apart where possible. Assemblies/worship are held one group at a time or via Teams.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Break times are staggered within class bubbles and allocated to their own area of the playground.
- Pupil lunches are staggered as per timetable. Children will eat in their class bubbles in the dining hall. Each sitting will consist of 2 class bubbles appropriately socially distanced.
- Staff lunches are staggered according to timetables.
- To reduce movement in the dining hall, children are served with their pre-selected meal choices.
- Once the child has finished eating, the child remains in the dining hall until the rest of their bubble has finished eating.
- The supervising member of staff cleans down tables and benches (including sides and underneath reach areas) ready for the next bubble, which will also include cleaning of touchpoints, seats/benches.
- All staff supervising the dinner hall wear appropriate PPE, including a face covering.
- Appropriate PPE is worn when cleaning down tables and chairs.
- A supply of PPE is available on the shelves near the hand sanitiser station located in the dinner hall.
- PPE is removed and disposed of as per guidance before leaving the hall.
- After the final sitting, kitchen staff thoroughly clean all surfaces and frequent touch points before tables are put away.
- One-way system in place near breakfast club kitchenette and corridor to staffroom, with reminders to keep left.
- Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence).
- Well ventilated staffroom, separate additional eating areas provided to facilitate social distancing.
- Seating is arranged to ensure staff are not facing each other whilst eating.
- Additional staff toilets allocated to align with male/female ratio.
- Regular and thorough handwashing or use of alcohol based sanitiser is carried out by all pupils and staff members including:
  - On arrival and before departure
  - Before break
  - When groups change areas
  - After using the bathroom
  - After, coughing, sneezing or blowing their nose
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.

Measures for Arrival and Departure

- Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. SLT supervision at arrival and departure to promote social distancing.  
Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. Updates via newsletter, text and posted on the website.
- Nursey class arrive at 9.15am and finish at 3pm. Parents wait on 2m spaced designated markings in LKS2 playground until collected by staff member. Parents leave school site immediately after handing over child at the EYs gate (via the gates outside HT's office). Parents wait on the designated markings at home time to collect their child.
- Reception class arrive at 9am and finish at 3.10pm. Parents wait on 2m spaced designated markings in LKS2 playground until collected by staff member. Parents leave school site immediately after handing over child at the EYs gate (via the gates outside HT's office). Parents wait on the designated markings at home time to collect their child.
- Y1 class arrive at 8.55am and finish at 3pm using the KS1 gate. Parents wait on the 2m spaced designated markings around the perimeter of the playground; children greeted by KS1 staff and guided individually to classrooms. Parents leave the playground and school site immediately following markings on playground to ensure social distancing. Parents wait on the designated markings at home time to collect their child.
- Y2 class arrive at 8.45am and finish at 3pm using the KS1 gate. Parents wait on the 2m spaced designated markings around the perimeter of the playground; children greeted by KS2 staff and guided individually to classrooms. Parents leave the playground and school site immediately following markings on playground to ensure social distancing. Parents wait on the designated markings at home time to collect their child.
- Y3 class arrive at 8.45am and finish at 3pm. Parents wait on 2m spaced designated markings in UKS2 playground until collected by staff member. Parents leave school site immediately after handing over child. Parents wait on the designated markings at home time to collect their child.
- Y4 class arrive at 8.50am and finish at 3.10pm. Parents wait on 2m spaced designated markings in UKS2 playground until collected by staff member. Parents leave school site immediately after handing over child. Parents wait on the designated markings at home time to collect their child.
- Y5 class arrive at 8.45am and finish at 3.15pm via the classroom door located on the LKS2 playground (near EYs). Parents are not admitted beyond the inner gate.
- Y6 class arrive at 8.55am and finish at 3.20pm. Pupils wait on the 2m spaced designated markings in the UKS2 playground. Parents are not admitted beyond the inner gate. Y6 teachers to meet and greet and direct children to designated handwashing facilities.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.

- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- SALT (Speech & Language Therapist) has a designated work area and wears full PPE.
- IT Technician has a designated work area when on-site and should wear face covering following local guidance.
- Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE).
- Equipment:
  - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
  - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
  - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
  - Outdoor play equipment is cleaned more frequently
  - Pupils are advised to limit the amount of equipment they bring to school
  - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
  - Alcohol wipes provided to clean IT equipment.
- Early years:
  - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
  - Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.
- KS1
  - Y1 do not have access to the outdoor climbing equipment – this will be reviewed for September 2021.

			<p><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> <li>• Consistent grouping applied where possible</li> <li>• No one with symptoms or a close contact is to travel</li> <li>• Social distancing practised as far as possible</li> <li>• Children sit within their groups/bubbles as far as possible</li> <li>• Ventilation of fresh air maximised</li> <li>• Hands cleaned before boarding and again on disembarking</li> <li>• School to follow DfE and LA published guidance for LA provided transport.</li> <li>• School to follow Salford Public Health guidance when travelling to swimming on school transport.</li> </ul> <hr/> <p><u>Public Transport</u></p> <ul style="list-style-type: none"> <li>• Steps are taken to depress demand at peak times (Stagger start/finish times)</li> <li>• Walking, cycling, scooting to and from school are all promoted</li> <li>• Face coverings are required by law on public transport for all over 11 years old.</li> </ul>
<p><b>Infection Control (premises)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> <li>• Any unnecessary furniture removed to aid distancing between groups</li> <li>• One-way system implemented in corridors at ‘pinch points’, which are clearly marked on the floor.</li> <li>• Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage</li> <li>• Demarcating staff rooms or other areas where adult may congregate. Staggered staff lunches. Soft furnished chairs removed and replaced with additional dining table and chairs to allow social distancing and cleaning. Windows open for ventilation. Additional toilet facilities provided.</li> <li>• Seating is arranged to ensure staff are not facing each other whilst eating.</li> <li>• Access to print rooms/photocopiers is limited to one person. Poster displayed on TA room door indicating only one person permitted at one time.</li> <li>• Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment (Staff &amp; pupils may wear a fleece if windows are open). Windows and doors open where possible and weather permitting. Fire Doors should NOT be blocked or propped open.</li> <li>• HVAC system switched to fresh air mode – unable to be done, therefore currently not using air con system.</li> <li>• Windows opened where possible, where temperature allows it, and without creating undue risks.</li> <li>• Outdoor play equipment thoroughly cleaned between groups</li> <li>• Removal of soft furnishings and soft toys or toys that are hard to clean. Sofas, soft chairs, cuddly toys and cushions removed.</li> <li>• All surfaces are clear at the end of each day to ensure robust cleaning can take place.</li> <li>• Prohibit shared workstations if robust cleaning cannot be ensured between users</li> </ul>

			<ul style="list-style-type: none"> <li>• Site Manager to conduct daily quality assurance checks of cleaning standards by the cleaning contractor and to rectify any areas immediately, before school opens for the day. In Site Manager’s absence, SBM and HT will conduct quality assurance checks.</li> <li>• Staff trained how to change the paper towel and soap dispensers throughout school.</li> <li>• New bins provided throughout school which can be foot operated. Bins are regularly checked and emptied by staff in each class bubble, responsible for their own area, to avoid over filling.</li> <li>• Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts</li> <li>• The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’ mode where possible. Single room systems continue to operate as normal</li> <li>• Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>• Non-fire doors are propped open to support ventilation and to remove need for hand contact.</li> </ul>
<p><b>Delivery of ‘higher risk’ subjects</b></p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&amp;T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> <li>• Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> <li>○ CLEAPSS guidance referred to in planning science, D&amp;T and Art</li> <li>○ AfPE and national governing body guidance referred to in planning physical activities</li> <li>○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama</li> </ul> </li> <li>• Play Therapy – Individual risk assessment in place for member of staff providing sessions and cleaning materials provided.</li> </ul> <p><b>Music and Drama</b></p> <ul style="list-style-type: none"> <li>• Consistent groupings are maintained wherever possible</li> <li>• Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits.</li> <li>• Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained</li> <li>• Wind players positioned so that air is not blown into another player</li> <li>• Backing tracks/accompanying music operated with volume levels as low as possible.</li> <li>• Microphones used where possible and amplification is required; if shared they are cleaned between each user</li> <li>• Performances with an audience to not take place at this time.</li> <li>• Robust handwashing practised, before and after handling equipment/instruments</li> <li>• Any shared equipment is cleaned regularly and always between users</li> <li>• Music is taught in the hall or a well ventilated room or outdoors.</li> </ul>

			<p><b>Physical Activity</b></p> <ul style="list-style-type: none"> <li>• Consistent groupings maintained.</li> <li>• PE is delivered in groups of 15 and will follow guidance recommended by the AfPE.</li> <li>• Equipment thoroughly cleaned between groups from different bubbles.</li> <li>• Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised.</li> <li>• Use of external facilities is risk assessed on a case-by-case basis.</li> <li>• Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented.</li> <li>• Inter-school sport not yet in place – to be reviewed June 2021.</li> <li>• Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use.</li> <li>• Sports Coach has been given an individual risk assessment. Sports Coach completes a Health Screening Questionnaire before being permitted on school premises.</li> </ul> <p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>• Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance.</li> <li>• Primary and Secondary – Trips will not take place at this time – to be reviewed June 2021.</li> </ul> <p><b>Parent and Child Groups</b></p> <ul style="list-style-type: none"> <li>• Will take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied.</li> </ul>
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>• The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures.</li> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to Group’s <a href="#">occupational health and counselling service</a></li> <li>• Headteacher and SBM briefings and shared updates with all staff.</li> <li>• Timetable has explicit well-being lessons daily, including Emotional Literacy, PHSE, Online Safety and the Daily Mile.</li> <li>• Headteacher video message to the whole school community uploaded to the website.</li> </ul>
<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby	<ul style="list-style-type: none"> <li>• Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs.</li> <li>• No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>• Designated enhanced facilities in place for any changes requirements and all equipment needed is provided in the room.</li> </ul>

		increasing the risk of infection	
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>• Risk assessment developed in collaboration with staff and Union reps and shared with all parties</li> <li>• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> <li>• Pupils receive training during staggered inductions within their class (bubbles).</li> <li>• Staff receive instructions at briefings to ensure clarity of arrangements and social distancing.</li> <li>• Letter issued to parents via school website before re-opening.</li> <li>• Parents/carers are admitted to the building in an emergency or by prior arrangement, following social distancing and screening measures. Deliveries are via the front car park with accessibility through the receptionist via intercom or by pre arrangement with the site manager.</li> <li>• Behaviour Policy updated to reflect any new procedures and uploaded to the website.</li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes included in CEO's Heads Bulletins</li> <li>• Regular key guidance updates issued by Group H&amp;S Manager</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>• Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>• The LGB is kept informed on changes in guidance and school approach</li> <li>• Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> <li>• Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents by website/text service and staff by email</li> </ul>
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>• Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment</li> <li>• Fire safety procedures have been amended to support COVID-19 infection control arrangements</li> <li>• Staff training schedule monitored and any slippage identified and managed</li> </ul>
<b>Temporary Home Workers</b>	Staff	Staff working from home having DSE issues,	<b>DSE</b> <ul style="list-style-type: none"> <li>• Staff are allowed to take home peripherals and chairs from office</li> <li>• Guidance on setting up a suitable workstation provided on <a href="#">HSE website</a></li> </ul>

		accidents or suffering wellbeing or stress issues	<ul style="list-style-type: none"> <li>Additional equipment needs are reviewed on a case-by-case basis</li> </ul> <p><b>First Aid/Accidents</b></p> <ul style="list-style-type: none"> <li>Any accidents to be logged onto ARMS and line manager to be notified</li> </ul> <p><b>Wellbeing/Stress</b></p> <ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Managers to maintain regular contact with their employees, preferably by video link.</li> </ul>
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

<b>Assessment completed by:</b>	<b>J Garner, M Slater &amp; Y Dolan</b>	<b>Date:</b>	21/06/2021	<b>Date of next review:</b>	20/07/2021
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