

COVID-19 RISK ASSESSMENT

Educational Setting	Moorfield School and Nursery
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by	Tina Herbert (Head), Ian Findlay (Compliance Officer)
Version Number	4 (Amendments for latest version in red)
Release Date	5 th Nov 2020

This Risk Assessment is a 'live' document and will be updated in line with latest government guidance and uploaded to Moorfield website

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Children staff	Review the total space available for teaching activities beyond classrooms.	Review other spaces which may be more suitable than a classroom, eg main hall and dining hall	SMT	27.05.20 During SMT meeting	√
		Classrooms should accommodate up to 15 pupils and 1 teacher + another adult. Ensure that fire exit routes are not compromised. Classes over 15 (S6) separated into 2 'bubbles'.	2 x S6 bubbles to be decided by LH/STT	STT/LH	01.06.20	√
		Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.	MH move any furniture if needed to allocated spaces ready to be cleaned	MH	03.06.20	√
		2m markings around school which children will need to adhere to as much as possible				√

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		<p>Entering school through different doors Nursery/Reception through nursery doors F1 and S6 through main door Staggered break-times Staggered drop off and pick up times</p> <p>Separate toilet/sinks assigned to different 'bubbles' including key worker children</p>	<p>Make sure all children, parents and staff are aware of which door to enter by.</p> <p>Signs made</p>	<p>SMT</p> <p>TBC by SMT</p> <p>DF</p> <p>TH</p> <p>All staff</p>	<p>01.06.20</p> <p>SMT meeting on 27.05.20</p> <p>29.05.20</p> <p>1/09/20</p> <p>On-going</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Risk Assessment updated and amended on 20/08/20</p>	<p>All children and staff</p>	<p>Full opening of school from 1/09/20.</p> <p>Same controls as in Version 2 of risk assessment</p> <ul style="list-style-type: none"> • Children are not expected to socially distance, however this will continue to be encouraged. • Regular reminders about hand and respiratory hygiene. • <i>As much as possible</i>, tables and desks arranged so forward facing with as much 	<p>Reminder to staff on training days before children come in.</p> <p>Staff remind children throughout the day.</p>	<p>TH</p> <p>All Staff</p>	<p>1/09/20</p> <p>All Staff</p>	

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		<p>space between as possible.</p> <ul style="list-style-type: none"> • Staff, <i>as much as possible</i>, to keep 2m from children. • Classes of over 15 now permitted. • Remind children of policy of 'no contact' as much as possible, particularly for younger children where social distancing is difficult. • Separate toilets for different year groups • Marking and signage to remain. 				
Cleaning	All staff Children	<p>Deep clean of all areas/rooms before staff and pupils return to school.</p> <p>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, light switches • Handrails on staircases and corridors, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles and any other contact points • Telephone equipment, • Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>If school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <p>Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.</p> <p>To protect cleaning staff, they should begin at 4.00 pm when children have left the building</p> <p>Check list drawn up for cleaning, monitored and signed every day.</p>	Cleaning team	05.06.20	√
Cleaning		Secure any rooms / facilities not required and / or		Cleaning team/TH	05.06.20	√

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Risk Assessment updated and amended on 20/08/20	All children and staff	<p>not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</p> <p>Deep clean on Friday afternoon</p> <p>Enhanced cleaning for classrooms now to be used. Continue use of daily list for sanitising all contact points and equipment. Cleaning regime to continue 2 members of cleaning staff now unfurloughed so have full complement of 3 cleaners per day.</p>	<p>Laminated signs to be made for rooms/areas not to be used</p> <p>Cleaning list/record to be amended to take account of extra cleaning</p>	<p>DF</p> <p>TH</p>	<p>29.05.20</p> <p>1/09/20</p>	<p>√</p>
Sharing classroom equipment/	Children in school, families	<p>Children to bring in own stationery equipment in a wipeable case. This is to be kept in school. Children do not use another child’s equipment.</p> <p>Allocated table or desk which children must keep to.</p> <p>Observe 2m markings around school and spaces used.</p> <p>Children must not bring in anything from home (bags, books)</p> <p>Nothing to be taken home from school once brought in – apart from lunch boxes which will have to be wiped.</p>	<p>List to parents to detail what equipment is needed</p> <p>Letter to all parents detailing equipment and safety measures</p>	<p>TH/SMT</p> <p>TH</p>	<p>02.06.20</p> <p>29.05.20</p>	<p>√</p> <p>√</p>

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		Children can now bring bags into school but must try and bring as little as possible into school (no toys or anything with fabrics) Upper school, children bring in own named stationery equipment. F1 and F2, wipeable , named zip bag with pencils, rulers, scissors, glue for each child. Continue to clean and sanitise as much as possible during the day.			1/09/20	√
BUSHCRAFT		Equipment being used at bushcraft to be clean				√

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		<p>when brought onto site and to be wiped clean if being used by different bubbles. Advise participants to put used tools in a cleaning area after use. Regularly used items on site eg swing to be disinfected between bubbles.</p> <p>Mud kitchen – after nursery children have used it, not to be used by any other groups (Reception could use it after a clean as they are in the same bubble. Ruth to make sure other groups know this – provide red and white tape to cordon it off if necessary.</p>				
Lunchtime Catering facilities		<p>Review of provision of school lunch – cannot be provided at the moment due to safety and availability of staff and social distancing of children.</p> <p>Children and staff to bring packed lunch from home.</p> <p>Staggered lunch break</p>	<p>All staff and pupils should bring a packed lunch</p> <p>Lunch contained in hard plastic container which can be wiped at point of entry into school</p>	<p>Explained to parents in letter home</p>	02.06.20	v
Risk Assessment updated and amended on 20/08/20	Children, teaching staff, lunch-time staff	<p>School lunches to be provided.</p> <p>Three sittings in the dining room so that children can be spaced out and bubbles do not mix.</p> <p>Extra staff during lunch hour to supervise children and to clean and sanitise between sittings.</p>	<p>Put in control/safety measures for kitchen staff (see 'Protecting Staff')</p>	<p>Dining room and kitchen staff/TH</p>	3/09/20	

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Fire Safety		<p>Continue to observe the evacuation plan and remind all staff and children of the procedure on the first day back.</p> <p>Ensure all emergency escape routes / doors are fully operational and kept clear.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p> <p>Relaxation applied on allowing the propping open of classroom/corridor doors to reduce door handle contact. Teachers MUST ensure doors are closed if they and their pupils are leaving the room and ALL doors closed at the end of the school day.</p>				√
Access/Egress of school building	Staff Children parents	<p>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p> <p>Where possible, these can be propped open to reduce the need for touch, subject notes under Fire Safety.</p> <p>Wipes and sanitiser available at both sides of doors.</p> <p>Increased cleaning of handles and touch plates.</p> <p>Allocated drop off and collection times.</p>	<p>Detail 'one way' system to parents of F1 and S6 children</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements.</p>	TH/SMT	01.06.20	√ √

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<p>Risk Assessment updated and amended on 20/08/20</p>		<p>One parent only to bring child to school.</p> <p>One way route implemented for parents of S6 and F1 children; across the playground, observing 2 m distance, down the side of building and out of the back gate.</p> <p>Nursery and Recption – 2m markings to be observed as children are dropped off at the Nursery door to avoid a ‘huddle’ of parents.</p> <p>One way system in place for all parents.</p> <p>Same controls for staggered entry to continue. Reception/Nursery – nursery door at 8.30 S5/6 – Main door at 8.30 F3/F4– main door at 8.40 F1/F2 – main door at 8.50</p> <p>Staggered exits also in place.</p> <p>Nursery/Reception leave at 3.30 pm through Nursery door</p> <p>F1/2 – 3.30 pm – main door F3/4 – 3.40 pm – main door S5/6 – 3.50 pm main door</p>	<p>Provide relevant guidance to parents on drop off and pick up arrangements.</p>	<p>TH/SMT</p>	<p>31/09/20</p>	<p>√</p>

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First Aid		<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p>	<p>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> • First Aid at Work • Emergency First Aid at Work • Paediatric First Aid • Emergency Paediatric First Aid <p>All First Aiders in school are up to date regarding qualifications.</p> <p>Review First Aid Policy</p>	TH/IF	03.06.20	√
Waste		<p>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely.</p> <p>Bins should be emptied daily.</p> <p>Bins must have lids</p>	<p>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p> <p>Order bins with lids</p>	TH/DF	01.06.20	√
Break/Lunch times		<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p>	<p>Staff will be required to stay with their bubble for breaks. Develop rota so that 2 staff members per bubble can share it and give each other breaks.</p>	Class teachers and teaching assistants	05.06.20	√

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Risk Assessment updated and amended on 20/08/20	Children and staff through shared equipment/spaces	<p>Morning Break – different play areas to be used by separate bubbles. EYFS – enclosed area (pen) F1/F2 – main playground F3/4 – one half of pitch S5/5 – one half of pitch</p> <p>Lunch breaks – 3 sittings will allow for different spaces to be used safely but the main bubbles will continue to use allocated spaces as in morning break.</p>	Any equipment used at break-times must be cleaned after use and children cannot share equipment.	Class teachers and teaching assistants	1/09.20	✓
<p>After School Care/mixing bubbles</p> <p>Updated and amended on 6/11/20 - TH</p>	Children, staff in ASC and parents	<p>After School Care and Breakfast Club can continue as new guidance (5/11/20) states:-</p> <p><i>“Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.”</i></p> <p>To maintain same bubbles throughout the week, parents must book in advance to so that numbers are limited to 15 and the same children attend during the week. During Covid, parents will not be able to make same day bookings if their child is not in the bubble for that week.</p>	<p>Make sure all parents are aware of this.</p> <p>NOTE:- although not added to version 1 of risk assessment, this procedure has been in place since 1/09/20</p>	TH TD DF	1 st September 2020	✓

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Staff/Pupils within the shielded group	All teaching and non-teaching staff	<p>All staff asked to inform SMT/Head if they are in any of the vulnerable groups.</p> <p>Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must not attend school as per the Government guidelines.</p> <p>Staff/pupils that meet the criteria as <u>moderate risk of infection</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p>	<p>Discuss with SMT which staff will be returning to school and check for any staff meeting the criteria.</p>	TH/IF	03.06.20	√
Protecting staff		<p>Discussions with staff about main concerns.</p> <p>Drawing up guidance for staff on procedures for staying safe, inviting comments and suggestions for amendments from staff and include them in guidance.</p>	<p>Risk assessment then completed for individual staff member if needed</p> <p>Keep checking updated guidance and informing staff of any updates</p>	TH/IF TH	03.06.20	√ On-going
Risk Assessment updated and amended on 20/08/20	All teaching and non-teaching staff	<p>Continue to liaise with staff about safety concerns and continue with safety measures already in place.</p> <p>Vulnerable non-teaching staff to have option of wearing face masks. Teaching staff to have option of wearing face visors. In addition, to protect vulnerable or those caring</p>	<p>Staff to read risk assessment first and invited to suggest amendments in necessary.</p> <p>Amendments approved by governors</p> <p>Version 3 of risk assessment to be made available to parents via</p>	TH, GC, MG	01.09.20	√

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		<p>for vulnerable people (PD) following measures in place:-</p> <ul style="list-style-type: none"> • Staff and children not to enter the kitchen at all or the servery during lunch hour. • Numbers for lunch choices to be put in Grizelda Collier's pigeon hole and collected by PD on Wednesday lunchtime • Staff must take down their own lunch plates from the staff room and place them on the table outside the kitchen • Supervision of children and collection of used crockery and cutlery to be done by those on lunch duties in the dining hall. 	website.			
<p>Vulnerable staff and pupils</p> <p>Updated and amended on 6/11/20</p>	<p>All groups of clinically vulnerable and extremely clinically vulnerable, other children and staff in school</p>	<p>As has been the case throughout, vulnerable people are classed as either "clinically vulnerable" or "clinically extremely vulnerable".</p> <p>Clinically vulnerable staff and pupils can continue to attend school.</p> <p>Clinically vulnerable will include pregnant staff (see below), those over 60 and those suffering from the list of conditions set out in the government guidance. These people should take extra care to follow the guidance on social distancing.</p> <p>Clinically extremely vulnerable staff and pupils are those who are at very high risk from severe illness from Covid-19 due to having one of the medical conditions set out here.</p> <p>Clinically extremely vulnerable staff should not</p>	<p>Risk assessment created for clinically vulnerable staff in collaboration with staff member.</p>	TH	9/11/20	v

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		<p>attend work at this time. They should therefore work from home if they can.</p> <p>Pregnant staff - Pregnant women fall into the category of clinically vulnerable and therefore in most cases should attend work.</p> <p>Staff who are more than 28 weeks pregnant are advised by the Royal College of Obstetricians and Gynaecologists to take extra care to socially distance.</p>	<p>Risk assessment for pregnant staff must be in collaboration with staff member.</p>			
Contractors		<p>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <p>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</p>				√
<p>School Tours and visits</p> <p>Updated on 6/11/20 - TH</p>	All staff and children in school, visitors	<p>New guidance states that during lockdown , the section on early years specifically refers to visitors and provides that visitors should only attend the setting where absolutely necessary, with the specific guidance that parent and child settling sessions and new child visits which occur frequently in a nursery setting, for example, should not take place.</p> <p>During lockdown, there are no planned settling in sessions for Nursery children and parents. Prospective parents, as much as possible, are invited to look around the school via a video tour and can talk to NM and TH via Zoom.</p> <p>If absolutely necessary, a visit can be made but only if:-</p>	<p>CH and TH have recorded a video tour to be used to send to prospective parents</p> <p>At initial enquiry, parents are always encouraged to view the video and conduct on-line meetings.</p> <p>If a parent then wants to register their child for a place, a visit is offered after school hours</p>	TH DF NM	05/11/20	√

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		<ul style="list-style-type: none"> It is outside of school hours when staff and children are not at risk Social distancing is observed Masks are worn Visitors not allowed in the classrooms 				
Record keeping of contractors and visitors Updated on 5/11/20 - TH	All staff, children, contractors and visitors	Visitors should be kept to a minimum if possible. (see above). Any visitors or contractors to school must sign in as they would normally do to ensure fire compliance with fire regulations but in addition, they must also leave a contact number. These records will then be kept for 21 days should anyone need contacting in the event of a positive covid result. After 21 days, the records will be destroyed.	Make sure there is a new signing in sheet in everyday and it is located in the entrance hall. Signing in sheets shredded after 21 days. NOTE:- although not added to version 1 of risk assessment, this procedure has been in place since 1/09/20	DF	From 1 st September 2020	✓
Property Compliance		The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed.	All normal checks that would have been carried out at this point in the term to be carried out eg, temperature and quality of water (legionnaires disease) fire alarms etc	MS (new site manager)	05.06.20	✓
Hygiene		The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following	Regular checks of stocks and ordered when necessary.	JF DF	On-going	✓

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BUSHCRAFT		<p>breaks, before meals and following the use of toilets.</p> <p>Every classroom to have hand sanitiser.</p> <p>Paper towels and hand sanitiser refills to be kept in plentiful supply.</p> <p>Keep checking stocks of Milton and sanitising products for cleaning surfaces.</p> <p>Tissues in every classroom.</p> <p>Children reminded of 'catch it, kill it, bin it'</p> <p>Running water (ideally warm), soap & paper towels to be provided in the bushcraft area. Paper towels to be put in a bin bag and disposed of at the end of each day (Bring up to main building where it will be disposed of with other waste).</p>	<p>Install on-site handwashing facilities in bushcraft area eg tippy taps and/or spa taps.</p> <p>Dispose of paper towel waste</p>	<p>RMcB & TH</p> <p>RMcB & NM</p>	<p>14.09.20</p> <p>Ongoing</p>	<p>√</p> <p>√</p>
Accident reporting Covid-19 incidents		<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p>				

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Illness	Staff member or child develops COVID-19 symptoms	<p>In the first instance, staff member must go home.</p> <p>Child with symptoms to be isolated in First Aid room first and parent must collect immediately.</p> <p>Children/parents/staff to follow guidance set out in the link below. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Teachers and support staff are eligible for testing for COVID -19 and this can be booked directly by the employee.</p>				
Staffing levels are suddenly reduced	All staff	<p>Continue using teaching assistants if possible to cover absent staff.</p> <p>Consider taking other staff off furlough if possible and appropriate.</p> <p>If staffing levels cannot be maintained part time offers of education in school will be made and these will be supplemented by remote learning.</p>	<p>In letter to parents before opening the school on 8th June, make it clear that a staff absence may result in part-time education or a return to remote learning.</p>	TH	As needed	√
Risk Assessment updated and amended on 20/08/20	All staff	<p>If a child tests positive for COVID 19, the whole bubble and class teacher must isolate for 14 days. Remote learning will resume from class teacher.</p>	<p>Teachers not yet familiar with Google Classroom to receive training.</p>	CH, TH	As needed and on-going	√

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		<p>If a staff member is ill and bubble is isolating, they cannot be taught remotely by their own teacher. In this instance, procedure will be put in place for other staff to deliver work to children via Google Classroom.</p> <p>All teachers and VC to be familiar with Google Classroom as a way of uploading work.</p> <p>Staff planning 2 weeks ahead and putting work in a folder on teacher resources/planning for other members of staff to access.</p> <p>Staff and parents to follow government guidelines.</p> <p>the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</p>	<p>Parents who have not used GC before to access training through the on-line training videos already set up on website.</p> <p>Year 3 children to have some training on using GC</p>			
Accommodating children of critical workers and vulnerable children alongside	Children Staff	<p>Pupils of critical workers treated as a separate group.</p> <p>Critical worker children who are able to join a returning class if appropriate cannot then return to the critical worker group.</p>	<p>Make sure all parents are informed of arrangements and the rationale behind it.</p> <p>Create a separate staff rota to supervise children in critical</p>	Monitored by TH	29.05.20	√

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<p>returning year groups.</p> <p>Risk Assessment updated and amended on 20/08/20</p>	Children staff	<p>Critical worker children who are in a year group which is not returning to school must remain as a separate 'bubble'</p> <p>If a whole bubble is isolating, then key worker care cannot be provided for children in that bubble as children are not meant to be in school.</p> <p>Key worker care will be provided in the event of another national lockdown if that lockdown includes schools.</p>	worker group.			
Administrative Staff		<p>Children not to enter the office at all.</p> <p>Staff who need to speak to any administrative staff to phone or email in first instance.</p> <p>If staff do need to enter office, must observe 2m social distancing to protect admin staff</p>		All staff to be aware	All staff	√
Personal Protective Equipment		<p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with</p>	Order suitable PPE for appropriate use eg, cleaners dealing with waste, staff supervising children with COVID 19 symptoms while waiting for parents to collect	TH/DF	01.06.20	√

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Behaviour		Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Appendix to Behaviour Policy which highlights rules for Covid Safety. School will carry out inductions to inform staff and pupils of the changes. Reinforce behaviour and procedures regularly. Encourage staff to cooperate with government plans for contact tracing.	Copies of risk assessments and procedures to all staff involved in return to school. Meeting with staff involved via Zoom or in school to discuss any issues which may arise from risk assessment	TH	29.05.20	√
School Staffroom		Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	Include this on staff guidance for safety.	TH	03.06.20	√

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

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COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.