

COVID-19 risk assessment – SEPTEMBER 2020 WHOLE SCHOOL RE-OPENING

Site / school name:	Grange primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Pupils ▪ Staff inc peripatetic staff and supply staff ▪ Catering and cleaning staff ▪ Contractors ▪ Visitors to the front office 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of school to all pupils from Sep 2020 ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff ▪ Provision for remote learning in case of contingency 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment ▪ Increased wash basins ▪ Dedicated Temporary Signage 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	D Kerbel & P Hutchinson	Date of completion:	Draft 1 prepared July 2020 - ongoing
Risk assessment approved by:	FGB	Date of approval:	14.07.2020
Date risk assessment to be reviewed by:	Weekly from start of term	Risk assessment no:	COVID-19 September
Associated Documents (all documents in the process of being drafted)	Staff Wellbeing Reviews), Catering Company Risk Assessment), Admin Rota Establishment 2020), Behaviour, Cleaning Expectations, Drop off & Pick up expectations, Addendum Code of Conduct, Lunchtime Timetable, Teacher Roles, Therapy Room RA and ALL RELEVANT DFE/Government Guidance		

Staff will be offered opportunity to wear PPE at all times and will be required to wear PPE if dealing with anyone with symptoms or if coming in contact with Parents/carers or visitors eg home time (visors and gloves available) and Parents/Carers coming in will be explicitly asked re symptoms and not allowed in if they declare symptoms or are exhibiting them. Any visiting Staff or agencies will be required to wear PPE at all times when in possible contact

Record of risk assessment reviews

Record of risk assessment reviews				
Date of review:	02.09.20	Reviewed by:	DK	Comments / date of next review: <ul style="list-style-type: none"> Comments – in brown. Next review by 18th Sep 2020
Date of review:	18.09.20	Reviewed by:	PH,DK	Comments / date of next review: <ul style="list-style-type: none"> Comments in blue. Next review 25th Sept 2020 or earlier if required
Date of review:	25.09.20	Reviewed by:	PH,DK	Comments / date of next review: <ul style="list-style-type: none"> Comments in green – water bottle system to remain the same, no change to avoid confusion. Singing is allowed at grange – Shared Resources - page 10 Staff room furniture increased by 3 tables and 6 chairs – page 9 Drop off pick up times for nursery/reception and Y3 /6 improved and implemented - page 12
Date of Review	16.10.20	Reviewed by	PH, DK	Comments / date of next review: <ul style="list-style-type: none"> Page 7 - Fire drill during class time Page 6 – Paper based homework for safeguarding and inclusion Page 6 – Remote learning policy Page 18 – Hot meals
Date of Review	9.11.20	Reviewed by	JE,RR,PH	Comments / date of next review: <ul style="list-style-type: none"> Page 12 - Ventilation – Corridors and Staffroom Page 18 - Hand towels for outside wash troughs Page 5 - Letter to parents re extra ventilation and warm clothing recommendation Page 19 - Hot food provision
Date of Review	04.12.20	Reviewed by	DK, PH	Comments / date of next review: <ul style="list-style-type: none"> Page 1 – staff PPE and Visitors PPE Page 8 – added word ‘physical’ to assemblies that are suspended
Date of Review		Reviewed by		Comments / date of next review: <ul style="list-style-type: none">
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Date of Review		Reviewed by		Comments / date of next review: <ul style="list-style-type: none">

Date of Review	Reviewed by	Comments / date of next review:							
What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff, pupils and visitors to the school site may catch COVID-19 via contact with carriers. Potential for spread to other family members / persons. 	<p>Organise bubbles (Class)</p> <ul style="list-style-type: none"> Ensure maximum numbers are adhered to. (30 in group bubble + 2 staff or in some exceptional cases more than 2 staff) Minimising contact between groups. Ensure children always stay in the same groups on each day and do not mix on subsequent days. ensure that as much as possible the same teachers and other staff are assigned to the same groups during the day and on subsequent days. Drop-off and pick up times staggered and queuing according to social distance requirements. Extend the marking especially on Furness side. In order to expedite this process and not have to rely on Parents turning up on time to their slots – facilitate an hour soft start (8.30-9.30) and 45- 	2	2	4	<ul style="list-style-type: none"> A maximum of 30 pupils per class with 2 educators (and where essential such as due to SEND high needs possibly 3 staff) per class Each class (bubble) will be independent from all other bubbles on site although staff may move between bubbles as per timetable and need (although this should be minimised as much as possible) playtime is staggered so only one bubble per area at a time equipment that is shared e.g. climbing frame, must be limited to one bubble use at a time – therefore a clear handwashing regime before and after regime – unless that area is used exclusively by that bubble (e.g. in EYFS outdoor area) Signage put up and clear communication to clarify to Parents not to enter 	SLT	02 Sept 2020	Ongoing

		<p>minute soft slot pick up time (2.45-3.30)</p> <ul style="list-style-type: none"> ▪ Parents not coming into school building except for settling new to school children in Nursery and Reception (this will be done in small groups through a planned staggered intake for EYFS) <ul style="list-style-type: none"> ▪ Visitors coming into the Office by appointment or one guest/family at a time – signage accordingly to be put up clearly by office entrance and staff to give polite reminders ▪ Children who wear masks (PPE) on their public transport journey to school must remove before entering the premises and bag it until home –time when they may put it on again. They may wear a different mask in school but not one that they have travelled with on public transport 				<p>the building (unless by prior arrangement or communication from SLT at drop off and pick up times)</p> <ul style="list-style-type: none"> ▪ Beginning of the Year in EYFS – risk of children crying and not wanting to separate from Parents/Carers: Stay and Play (usual annual routine) adapted for Corona times to : 2 weeks of Stay and Play : Adaptation – groups of 2 children per session in a slot on a day – to minimise adults entering the building (non-staff) – Parents will be collected from under the porch area outside the EYFS entrance off the pathway (to avoid congestion in the school office waiting area) – offering 2 sessions of stay and play spaced out and 2 days of 4 slots each per class – timetabled at the end of the 6 stay and play days to accommodate those children needing more by designation from EYFS practitioners. 			
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					<ul style="list-style-type: none"> ▪ Breakfast club and afterschool club will run with social distancing as much as possible ie not children sitting together – places must be pre-booked (with small contingency places at school discretion) and parents to sign understanding of expectations. Separate Risk Assessments carried out and attached to this. ▪ Letter sent out to parent/carers informing them that extra warm clothing should be provided due to corridor and classroom windows being opened to improve ventilation. School heating is on but due to weather and ventilation the internal temperature has dropped. 				
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> ▪ Move furniture (including IT) and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers’ desks. ▪ Move desks to be forward facing as much as possible 	2	2	4	<ul style="list-style-type: none"> ▪ Remove all unnecessary soft furnishings, furniture including teachers chair (if fabric) from classrooms to ensure space for proper social distancing and good cleaning capacity 	SLT/ Site team	02 Sept 2020	ongoing

		<p>and to ensure no children sitting in face to face positions with their peers or adults</p> <ul style="list-style-type: none"> Staff briefed that they can use Floor markings and temporary signage to define transit routes or no-go spaces in classrooms. allocating students a desk so they use the same desk All spaces should be well ventilated using windows etc. where possible. 				<ul style="list-style-type: none"> All staff instructed to open windows to maximise ventilation Each pupil will have a desk space, chair and frequently used personal resources allocated to them and these will remain with them for the remainder of the term. 			
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. special attention should be given to planning music (as per guidance collective singing involves increased risk) and PE regarding contact sports 	2	2	4	<ul style="list-style-type: none"> Agree routines and specific time curriculum Safety Thermometer and associated guidance issued to staff for pupil guidance with parents informed of these behaviour expectations. Teachers continuous emphasis on hygiene (daily) with added emphasis on toilet hygiene. signage to promote : Catch it; Bin it and Kill it, prominently on display minimise children in the toilet area (between bubbles) waiting lines outside the toilet marked on floor – staff to remind children of this – if a child 	SLT/Year/Topic Leads	02 Sept 2020	ongoing

Commented [MLD1]: for inset

					<p>from another bubble is in the toilet to socially distance and wash hands carefully. Staff passing should be vigilant to remind children crowding in toilets to practise social distancing</p> <ul style="list-style-type: none"> No paper based homework issued too children, online provision homework only unless agreed by the Headteacher for safeguarding and inclusion purposes, this will be termed as exception. To reduce teachers writing in pupil books, plan purple pen feedback in lessons. Reviewing remote learning policy in the event of lockdown and or children who have to isolate 				
		<p>Movement around the school</p> <ul style="list-style-type: none"> Minimise Staff gathering so no collective briefings and cpd only conducted in small groups Use the timetable to and selection of classrooms to 	2	2	4	<ul style="list-style-type: none"> All staff that move around school will be issued with face visors and disposable gloves which they will be encouraged to wear especially whilst in transit. 	SLT/All Staff	ongoing	ongoing

		<p>reduce movement around the school as much as possible.</p> <ul style="list-style-type: none"> ▪ No physical assemblies ▪ Stagger start and finish times. ▪ Stagger break and lunch times. ▪ Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors and prioritise these entrances and exits. ▪ Use floor or wall markings to highlight social distancing. ▪ If students need to queue to get into a classroom remind clear waiting areas with spacing inside the building corridors. Pupils may need to enter classrooms one at a time as directed by staff. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time with an ideal of one person using at a time. ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. 		<ul style="list-style-type: none"> ▪ Staff moving around school may wear PPE but not required although social distancing must be remembered and adhered to – signage <p>Fire drill during class time</p> <p>EYFS, Year 3 & Year 6 at the Welbeck Side</p> <p>Nursery & Reception - main field towards the footpath Year 3 & 6 - farm field</p> <p><u>Doors to exit:</u> Reception: back door to classroom and walk to the field through the Nursery field gate (padlock will be removed so easy to get out). Line up on the field facing the footpath. Y3: back door to classroom, down past dining room, across the front of the office and into farm (if fire in kitchen, Y3 to go straight to the playground through doors next rto ICT suite) Y6: back doors of the classroom and walk down the service road to the farm.</p> <p>Year 1, 2, 4 & 5 at the Furness Side</p>			
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		<ul style="list-style-type: none"> Identify children who need additional support with social distancing e.g. the very young or those with special educational needs as per guidance we will seek to minimise contact and maximise social distancing wherever possible 			<p><u>Doors to exit:</u> Y5 Mandela: back door to class and up service road Y5 Parks and Tubman: enter playground through Y5 playground door Y4: enter playground through top of Y6 corridor next to KS2 boys toilets Y1 and Y2: exit through back door of classroom and footpath to playground Y2 Picasso: straight to playground from classroom door</p> <p>Line up left to right years 5 to 1</p> <p>People not attached to a class - whichever side they are nearer to: (if an unattached adult is in a classroom with a class, they stay and leave with that class)</p> <p>Office staff: Welbeck, unless they are in a location closer to the playground. Kitchen staff - Welbeck SMSAs - stay and leave with their class. Sheyi - If in inclusion room, exit to playground. If with a class, stay and exit with class.</p>			
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					<p>If in corridors, leave via the nearest exit to playground or field.</p> <p>PE - regardless of year group go to Furness if hall, Welbeck if field</p> <p>Music & Spanish - regardless of year group go to Welbeck Michelle, Maria, Sheela, Asma - Furness</p> <p>Fran & Heidi - Welbeck</p> <p>EP - Welbeck (unless with a class - go with class)</p> <p>Interventions: Red group room - Furness Blue corridor - Furness Green group room - Welbeck Library - Welbeck Dining room - Welbeck EAL room - Furness Inclusion room - Furness</p> <p>SLT: Daniel, Hannah (lead) - Welbeck. Jo (lead), Kelly & Ronan - Furness.</p> <p>Site team: Phil, Kay, Jateen - Evacuation team in zones.</p> <p>Admin team: Mridula - Welbeck. Nadima - Furness.</p> <p>Clearing: Nadima - goes up purple corridor clearing as she goes ie checks kitchen, dining hall, sure start toilets and purple corridor classrooms to see no one there</p>			
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					<p>Red corridor - Phil clears Blue corridor - Kay from EYFS up (exit Jo) Green corridor - Jateen - start at library and exit via KS2 hall Yellow corridor toilets and staffroom = Phil starts by Inclusion toilet -exit via welfare doors yellow Admin corridor - Daniel start at kitchen go to conference room exit opposite Phils office</p>				
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> Minimise Use of halls, dining areas and sports facilities for pupils and staff gatherings only to if necessary and with enhanced cleaning and minimising contact (limited to use of one bubble at a time)social distancing between adults AND explicit conscious focus on handwashing regime before and after use. Some of These facilities will not be used on a routine basis If class groups need to use the space at the same time, ensure the bubbles do not mix and do not play sports or games together. 	2	2	4	<ul style="list-style-type: none"> All shared spaces will be off limits and secured wherever possible. Breaks for each class will be staggered to ensure no overlap of “bubbles” Each staff member in a bubble will have separate breaks, limiting the number of staff in the staff room where strict social distancing must be adhered to. PPA rooms will be have restricted access limiting to 3 members of staff at any one time Soft furnishings and furniture with fabric upholstery removed from staff room. And replaced 	SLT	02 Sept 2020	Ongoing

		<ul style="list-style-type: none"> ▪ enhanced cleaning will take place ▪ Stagger or explicitly require staff to use social distancing for the use of staff rooms, work rooms and offices to maintain social distancing. ▪ Dining Hall will be used as a food preparation area together with the kitchen and be off limits to all pupils and staff unless agreed with Headteacher. 				<ul style="list-style-type: none"> ▪ with hard surface furniture set up to promote social distancing. Signage included. ▪ Rotas put in place for admin staff within offices to ensure that less members per day to avoid lack of social distancing. Each member has the resources to work from home whilst not on the premises ▪ All Corridor windows will be opened by the site team in the morning this will also include dining hall and staff room to improve the ventilation and air flow through the school 			
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks and education where possible ▪ Outdoor equipment will have minimised use with enhanced cleaning and explicit focus on handwashing before and after regimes (extra washbasins in playground and use trough in surestart area for front of school play) groups do not use it at the same time 	2	2	4	<ul style="list-style-type: none"> ▪ fixed outdoor equipment and climbing frames will be used with enhanced cleaning regimes and within the same bubble unless cleaning has happened in between all staff briefed to this effect. ▪ Children encouraged to notice and speak up to remind when social distancing or dangerous behaviour has not been adhered to (e.g. forgetful touching of other pupil's stationary or equipment) 	PE Lead with SLT Support/ Site team	ongoing	ongoing

					<ul style="list-style-type: none"> Extra wash hand facilities (trough sinks) to be installed in the playground 				
		<p>Shared resources</p> <ul style="list-style-type: none"> minimise use of shared resources as much as possible and do not use shared resources without using handwashing routines. No resources to be taken home uniform requirements will be simplified under review to avoid placing fiscal burden on Parents and Carers No lunches/celebration food to be brought from outside unless reason given by parents or SENd exception or exemption and will then have to be brought in a labelled disposable bag which is to be disposed of after eating in the lunchtime session – not to be taken home. avoid lunchboxes as much as possible – be sensitive where children have attachment or organisational control issues and exceptions can be made – please note them. Practical lessons can go ahead if equipment is cleaned between use and 	2	2	4	<ul style="list-style-type: none"> No resources will be shared between bubbles and especially not between adults, all members of staff briefed to this ruling. EYFS specific – minimise equipment shared between the children in a bubble as much as possible unless using explicit handwashing regime Children will wear appropriate PE kit on their class PE days No school/book bags to be brought into the premises unless - agreed timetable reading book exchange day, or if children have specific personal requirements due to medical, SENd and or hygiene. Under these circumstances the bag must remain with the child and not hung or placed in communal area. <p>Singing is allowed at Grange provided:</p> <p>1) The room is well ventilated</p>	SLT/All Staff	Ongoing	Ongoing

		<p>the classroom / space is cleaned between different groups using them or clear use of before and after handwashing regime. music provision will be kept under continuous review</p> <ul style="list-style-type: none"> Any teaching resource should not be shared unless cleaned effectively in between sharing and this should be minimised and discouraged! 				<p>2) Children are all facing forwards 3) Children sing softly and quietly; no shouting. 4) Ideally, children should social distance when singing, i.e. not be right next to each other. If that is not possible, encourage them to hum to the song instead. 5) Adults should wear PPE during the singing because usually they are facing the children or the adults must stand to the side and not in front of the children if they are not wearing PPE.</p>			
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> Encourage people to walk or cycle to school where possible through newsletter and messaging and possible use of classcharts points Highlight government advice on safe travel to parents and carers. Stagger start and finish times to limit numbers at any one time. 	2	2	4	<ul style="list-style-type: none"> Letter to go out to all parents and children coming in, encouraging safe travel and good social distancing habits. SLT will supervise drop off and pick up assisted by 1 of 2 members in each class bubble coming out to walk children in and other designated staff helping, reminding parents of social distancing requirements. 	All Staff including Admin Team	02Sept2020	Ongoing

		<ul style="list-style-type: none"> Mark drop and pick up areas including with social distancing markers. utilise Furness Rd entrance for Yrs: 5,4,2,1 and Welbeck entrance for Yrs: N,R,3 and 6 but Families with multiple children across yr. groups will use one entrance as designated/agreed (exceptions) Staff to encourage children who need more attention to come earlier 				<ul style="list-style-type: none"> No scooters or bicycles to be kept on site if used to travel to school after school club provision – see above breakfast club provision see above (breakfast club staff must bring the children to their classes) System reviewed and is working well, with the inclusion of reception and Nursery, designated areas for Yr6 & 3 have been slightly moved to accommodate social distance guidelines a priority at the Welbeck Road entrance. 			
<ul style="list-style-type: none"> Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where needed paediatric first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE will be available for all and staff will 	2	2	4	<ul style="list-style-type: none"> The welfare office will be open during school hours for pupils if treatment for injuries is required. Visor, disposable gloves and face masks will be worn by welfare assistant during any first aid given. Educators will call/communicate to ensure that the welfare room is “free” before escorting the pupil for treatment depending on severity of injury. 	SBM/HT/ Welfare Officer & Welfare Assistant	Daily	Daily

		<p>be encouraged to use it: masks, gloves, aprons, goggles, or face shields.</p> <ul style="list-style-type: none"> ▪ All first aid equipment will always be accessible. ▪ Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 			<ul style="list-style-type: none"> ▪ Other first aiders will be given and instructed to wear PPE as a secondary option if welfare is unavailable. ▪ Soap and wash facilities are available in welfare office. ▪ Medical/sharps bins are in use. ▪ Alcohol sanitiser will be used for staff and pupils in welfare ▪ Welfare to be sanitised by Welfare assistant at the end of each day and cleaning material provided ▪ Water fountains decommissioned – school will continuously remind children to bring in named water bottles and site staff will check to see that fresh water is available especially in classes without basins – these classes will work with the site team to ways to get adequate handwashing time in and ensure that children have access to drinking water through their bottles (Water coolers are available in all phases and the use by 			
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		<ul style="list-style-type: none"> All incidents must be recorded as per the school's normal arrangements. Welfare plans for each child if required and dependent on needs 				<p>children in all year groups must be supervised.)</p> <ul style="list-style-type: none"> Teachers to check 1st Aid kits in classrooms to ensure ability for immediate treatment if the need arises Welfare Assistant to be available for triage prior to child being sent to Welfare Office. AAI and Inhalers for children that are prescribed these devices to be kept in classroom. 			
<ul style="list-style-type: none"> Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> Staff and pupils and visitors may become contaminated via indirect contact with contaminated equipment. Potential for spread to other family members / occupants. 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> Information on measures in place will be provided at reception and key entry points. All staff will be briefed regularly as a minimum on expected hygiene standards. All staff instructed to actively monitor and support each other to ensure all colleagues are adhering to principles of good hygiene. Sufficient quantities of cleaning supplies and hand soap to be maintained. Consider supplying more sanitiser to classes with no washbasins 	2	2	4	<ul style="list-style-type: none"> A cleaning program has been put in place from Monday to Friday (1530-1800hrs) for school cleaners with priorities given to areas highlighted in Gov. guidance. All stock for soap and cleaning materials has been checked and orders placed as required. Hand sanitiser (75% alcohol content) has been purchased and will issued to all classrooms, offices, kitchen and cleaning staff. Review cleaning function and stock levels at the end of each week All soap dispensers and hand towel dispensers will 	SBM/HT/Cleaning Team	ongoing	Ongoing

		<ul style="list-style-type: none"> ▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. With scheduled wipe at lunchtime ▪ Ensure that bins are emptied throughout the day. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. – be aware when staff coming into classroom e.g. for PPA – should be encouraged to wear gloves so that they can use the computer keyboard and IWB ▪ Alcohol based hand sanitiser to be used for practical sessions where hand washing will be required before and after if sufficient facilities are not available. 				<p>be checked daily for operation and to ensure that there are adequate resources for each area.</p> <ul style="list-style-type: none"> ▪ All hand dryers are decommissioned and replaced with paper towel dispensers. ▪ Extra key cleaning regime throughout day for all high use areas (door knobs, railings, light switches etc.) at specific times by Site Team – 0930, 1130, 1330 hrs. ▪ All internal doors to be kept open unless private or confidential meetings taking place to aid in high traffic cleaning regime. ▪ If a confirmed case of COVID-19 then a deep clean will take place with suitable PPE and resources. ▪ Paper towels to be distributed to classrooms for use with outside wash troughs (NEU meeting highlight) 		
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<ul style="list-style-type: none"> Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> Staff and pupils infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. Cleaning regime implemented for kitchen during lunch preparation Dining Hall will be used as a food preparation area together with the kitchen and be off limits to all pupils and staff (except as a thoroughfare) unless agreed with Headteacher. 	2	2	4	<ul style="list-style-type: none"> Pupils will eat in classes Kitchen workers will follow social distancing guidelines in kitchen Food will be delivered to classrooms designated place by kitchen and SMSA staff Lunch provision plated and placed on food trollies. Lunches distributed through corridor lunch tables. Hot food provision for school lunches is being provided and disposable cutlery and packaging is being used. These meals are served in the classroom as per cold lunch provision A system of hot food being available in environmentally friendly disposable containers distributed as above In the instance that pupils bring own lunch (restricted unless agreed through school office in advance). Lunch must be provided in disposable containers and meet the requirements set out “The School Whole Food Policy” and in the “Shared Resources” section of this Risk Assessment. 	SBM/HT/Catering Company/Kitchen staff	02 Sept 2020	Ongoing
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						<ul style="list-style-type: none"> ▪ Risk Assessment and lunchtime catering plan together with method statements to be supplied by catering company outlining management of lunch production, menus etc. ▪ All SMSA's will be provided with face visors and disposable gloves whilst on duty which are encouraged to be worn 			
<ul style="list-style-type: none"> ▪ Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> ▪ Risk of injury arising from panic due to lack of clear emergency arrangements. 	<p>Emergencies</p> <ul style="list-style-type: none"> ▪ Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. ▪ A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. ▪ Other emergency procedures e.g. lockdown ongoing review as required. 	2	2	4	<ul style="list-style-type: none"> ▪ Emergency procedures reviewed for evacuations and are sufficient: each bubble will have a clear designated assembly point in case of fire drill (and will do a bubble individual "calm" evacuation) – children will be instructed to social distance when lining up as a bubble ▪ Staff working in school will sign via new entry card (operational at all maglock entry doors) system to avoid congestion when entering building and maintaining social 	SBM/HT	02 Sept 2020	Ongoing

						<p>distancing (office staff may by request sign them in – if arriving before 8am please make sure that you have signed in)</p> <ul style="list-style-type: none"> Signing in/out system is in process of further updates and modifications to assist during evacuations. 			
<ul style="list-style-type: none"> Safety or health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as POU water heaters require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed, then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. 	2	2	4	<ul style="list-style-type: none"> The program of premises maintenance and flushing of sentinel points for legionella has continued throughout the partial closure of the school and will continue. Weekly site walk to review where equipment, premises and grounds maintenance needed All site staff should wear appropriate PPE (face visor, Gloves etc.) whilst moving through school. 			

<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> Staff and pupils may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough, a high temperature and/or a loss of taste/smell in an education or childcare setting, they must be sent home and advised to get tested as per government guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash 	2	2	4	<ul style="list-style-type: none"> Staff briefed and instructed to report immediately to a member of SLT Parents briefed to NOT send in children with symptoms and to update school If sibling at school, then both children should be collected. Engage with “Test & Trace” government program 	SLT	Ongoing	Ongoing
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		their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people							
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> Staff and pupils may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and get tested- if positive they must self-isolate for 10 days from onset of symptoms (if symptoms appear after testing positive) and family members must self-isolate for 14 days from positive testing or onset of symptoms School must engage with DFE helpline (0800 046 8687) as per recent guidance. Public Health England (to direct us as per risk assessment) as per guidance and will proceed accordingly in terms of a positive result and inform who must self-isolate. 	2	2	4	<ul style="list-style-type: none"> Staff briefed and instructed to report immediately to a member of SLT Staff members are to keep their phones available for speedy communication if the need arises. All staff must be aware of staff code of conduct so that using phones for these safety measures does not compromise safeguarding in any way. According to test outcomes, the child and family should follow the advice of the medical health experts and engage with track and trace: <p>North West London HPT Public Health England 61 Colindale Avenue London</p>	SLT	Ongoing	Ongoing

		<ul style="list-style-type: none"> All staff and students who are attending an education or childcare setting will have access to a test (see Gov guidance) if they display symptoms of coronavirus and are to be encouraged to get tested in this scenario. Where a child, young person, or staff member tests positive, the school will immediately liaise with DfE helpline (0800 046 8687), Public Health England (test and trace) to advise who else (family members, from same bubble) must self-isolate We have consulted DfE guidance relevant to our setting managing children and young people with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 				<p>London NW9 5EQ Email phe.nwl@nhs.net Telephone 020 3326 1658 Fax 020 3326 1654 Out of hours advice 01895 238 282</p> <ul style="list-style-type: none"> 			
<ul style="list-style-type: none"> Risks of spread of COVID-19 from using shared office equipment 	<ul style="list-style-type: none"> Staff contaminated via indirect contact with 	<p>Shared office/IT equipment (photocopiers etc.)</p> <ul style="list-style-type: none"> All staff provided guidance on using shared equipment 	2	2	4	<ul style="list-style-type: none"> Alcohol sanitiser and antibacterial cleaning wipes provided at each photocopier station 	SLT/Year leads/Class Teachers/Educators/	ongoing	ongoing

	<ul style="list-style-type: none"> contaminated equipment. Potential for spread to other family members / occupants. 	<ul style="list-style-type: none"> Cleaning of the reprographics room included in cleaning schedule and weekly deep clean Reprographics room will have hard surfaces and equipment wiped down using anti-bacterial wipes Laptops and IPad may be shared between children with wiping clean in between (facilitated by class staff) but not between child and adult or adult and adult. For charging – ensure each device is physical wiped clean between use of each child so wiped before charging 				<ul style="list-style-type: none"> Each time the photocopier is used the staff member must clean down all areas used with anti-bacterial wipes and dispose of in bin provided Staff must sanitise hands prior to use and directly after use Photocopier paper to be issued to each “bubble” and will be replaced on request. Door Handle (internal and external) to be cleaned with anti-bacterial wipes. Placing and removing the device in the charging facility will be done only by staff from the bubble. They will wipe the external surface of the device and wash their hands after handling the devices 	Admin Team		
<ul style="list-style-type: none"> IN CASE OF LOCAL LOCKDOWN – RETURN TO REMOTE WORKING FOR LEARNING: Remote working of staff. Potential for DSE related 	<ul style="list-style-type: none"> Risk of mental health illness Staff Members of the BAME community 	<p>Staff wellbeing</p> <ul style="list-style-type: none"> All staff provided guidance on setting up a safe and suitable work area, given the duration and exceptional circumstances associated with the school closure. cpd carried out to supplement guidance as required. 	2	2	2	<ul style="list-style-type: none"> Education Support Employee assistance programme purchased and promoted at Grange including Freephone self-referral and online therapy Staff split into teams with a member of SLT leading each team. Team goal is to facilitate spirit of support 	SBM/HT/Therapist	ongoing	ongoing

<ul style="list-style-type: none"> ▪ issues when away from site. ▪ Mental Health issues arising from isolation, family illness and lack of contact ▪ Particular concern over BAME members of staff where statistics have shown a greater susceptibility to damaging impact of Covid-19 		<ul style="list-style-type: none"> ▪ Ensure regular communication with staff and especially any staff working remotely. ▪ Ongoing Conversations to be invested in on an ongoing basis to consider the safety of BAME colleagues as per their indication of need, particularly regarding their physical safety, their psychological safety and their mental health and make adjustments accordingly ▪ As we are using phones to keep in touch with staff, to maintain a spirit of community and good communication especially between 'isolated' bubbles, staff with data limitations on their phone are given Wi-Fi access to school network 			<ul style="list-style-type: none"> and looking out for each other ▪ Regular emails from SBM promoting staff welfare and wellbeing with emphasis on Education Support Partnership Freephone number ▪ Supportive SLT commitment at all levels ▪ School therapist is available to support and signpost all staff if the need arises ▪ SBM/Therapist in regular contact with staff that have issues in the past for support ▪ SLT available for support and can signpost to SBM/Therapist/MH First Aiders ▪ General COVID-19 Risk Assessment shared with whole staff and feedback requested and acted on as necessary for personalised wellbeing plan ▪ Individual "staff Wellbeing Plans" offered if staff feel it necessary, to support vulnerable members and identify and needs/requirements that they might have 			
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						<ul style="list-style-type: none"> ▪ Endeavour to establish a “Buddy System” to promote self and co-regulation ▪ If available establish safe spaces for staff if there is a need ▪ Staff CPD will be via zoom minimising unnecessary contact between staff members. ▪ All staff to be given a metaphorical “get out of jail empathy” emergency card for when things not going well so colleagues especially in leadership understand that they just need a break and as long as children are safe we will facilitate and regather later to plan for mutual support for a ‘next time’ if possible or appropriate 			
<ul style="list-style-type: none"> ▪ Trauma related behaviour from COVID – 19 related incidents 	<ul style="list-style-type: none"> ▪ Children and parents ▪ Staff and family members 		3	2	6	<ul style="list-style-type: none"> ▪ Added to our behaviour policy specifically the safety thermometer ▪ Introduce specific routines to assist the children especially The corona times start of day and after lunch HT routines ▪ Dedicated time with play therapist – coordinated by the HT and SBM 	Therapist/HT/SLT/Class teachers and Educators	ongoing	ongoing

					<ul style="list-style-type: none">▪ DSL will make safeguarding referrals as needed▪ Refer to Bereavement Policy 2019 if required			
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Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.