



THE ROWANS SCHOOL

Risk Assessment for Provision of Education
Under Current COVID-19 Government Guidelines

Background:

- In line with Government announcements, The Rowans reopened for all children from Monday 8th March 2021.
- Staff have received regular updates and training to ensure that all Staff are aware of the measures.
- Parents have been given written guidance as to these measures.
- Staff and parents have been kept up to date with the latest Government guidance.
- The importance of social distancing at drop off and collection time has been emphasised in a parental communication with staggered starts and end to the day in place.
- The expectation is that parents will walk, cycle or drive pupils in. They are advised to avoid public transport if possible, as are staff. If it is necessary to take public transport, advice has been issued to follow Government guidance and use a facial covering.
- This Risk Assessment will be updated when there is any change in Government guidance or feedback is received from staff members, pupils or parents, which merit an adaptation and recirculated to all relevant staff, as well as being published on our website for parental access.
- The Head will continue to brief staff regularly via staff meetings of any changes which affect them and reminds them via these meetings of social distancing and hygiene procedures.

The sources used in compiling this assessment are:

- To prepare the site for a safe full opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance> - last updated 6th April 2021.
- To further prepare the site for a safe full opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment> last updated 6th April 2021.
- To ensure parental communications have fully reflected what Early Years parents need to know: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term> - last updated 7th April 2021
- To ensure we follow the latest safe working practice advice for education settings, including the rationale setting out PPE requirements: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> - last updated 1st March 2021
- To ensure we are aware of the requirements in relation to extremely vulnerable individuals: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-%20vulnerable> – last updated 1st April 2021
 - To ensure best practice in relation to cleaning regimes: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> - last updated 16th October 2020
 - To ensure staff are provided with good guidance on safe practices: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm> (1st April 2021)
 - To ensure we are sharing the most up-to-date guidance on ‘Staying Alert’ and Social Distancing: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> – last updated 12th April 2021
 - To support parents and staff by making them aware of the latest travel safety advice: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> - last updated 8th April 2021
 - To ensure the whole School Community has a good understanding of expected actions in the case of a suspected or confirmed case of COVID-19 through clear communication of the latest instructions: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> - last updated 30th March 2021
- To ensure everyone in the School Community understands their obligations in terms of travel restrictions and quarantining if they have travelled to certain destinations abroad: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae> - last updated 26th March 2021
 - To ensure that everyone in the School Community knows how to access a test through clear communication: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
- To ensure we follow the latest guidance on wearing face coverings: <https://www.gov.uk/government/publications/face-coverings-in-education> - last updated 6th April 2021
- To ensure we follow the latest guidance for full opening of EYFS: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures> - last updated 31st March 2021

Key Telephone Numbers:

The Rowans

Elizabeth Spratt (Head, Deputy Designated Safeguarding Lead): 07518 900034
Rose Fookes (Deputy Head, Designated Safeguarding Lead): 0208 9468220
Jane McKeown (Shrewsbury House School DSL): 07720 050088
Jan Hand (Shrewsbury House School DDSL): 07731 354142

Lou Raggett (Head of Trust Facilities): 07703814996
Andy Cheadle (Trust Facilities and Operations Manager): 07732 604768
Facilities Emergency Number: 07803 519782

Completed By:	Lou Raggett/Elizabeth Spratt	Date:	28.08.2020
Area:	The Rowans School site – 19 Drax Avenue	Risk Assessment Number	RTSI
Review Date:	24.02.2021	Review Number	22 on 13.04.2021

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
Attending to repairs and breakdowns during the school day.	Transfer of Covid 19 infection to parents / children / staff.	Pupils up to 123/ staff - 25	<p>Only essential Health and Safety related tasks to be completed during the school day and work not to be completed whilst areas are occupied by children.</p> <p>Staff to be given a copy of the site risk assessment and to confirm they have read and understood it.</p>	<p>Personal Protective Equipment, (PPE) to be provided to Facilities staff where appropriate and all hand tools / equipment to be wiped down at the end of each shift.</p> <p>Staff to give feedback daily to the Head of Trust Facilities regarding procedures in place and suggest any changes / updates for consideration.</p> <p>Additional training resources available to staff in shared facilities folder if required:</p> <ol style="list-style-type: none"> 1. HSE Publication – INDG144 (rev2) 2. HSE publication – a guide on Personal Protective Equipment at Work <p>All Staff have been provided with a copy of the Health & Safety Executive’s Guide to Working Safely during Coronavirus.</p>
Regular servicing and testing of systems relating to fire, water, plant, mechanical and electrical.	Non-compliance could cause equipment or systems to be unsafe and lead to accident via legionella, electrical or mechanical fault due to system failure.	Pupils up to 123/ staff - 25	All testing and servicing has continued during site security checks carried out according to social distancing rules.	All evidence of testing has been recorded in the usual manner
Contractors attending site for emergency works during the school day.	Transfer of Covid 19 infection to parents / children / staff.	Pupils up to 123/ staff - 25	<p>Only essential Health and Safety related tasks to be completed during the school day and work not to be completed whilst areas are occupied by children.</p> <p>Contractors to sign induction guidelines for the site which cover social distancing guidelines as well as site rules and safeguarding procedures.</p> <p>A copy of this document is available from the Head of Trust Facilities.</p>	All advised to follow handwashing advice signposted around site. Facilities available and clearly marked.
Safeguarding.	Safeguarding	Pupils up to	Normal school procedures would apply and DSL/DDSL to	Safeguarding policy has been updated with latest guidance from

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	concern or safeguarding incident with pupil.	123/ staff - 25	<p>be contacted.</p> <p>DSL/DDSL have undertaken detailed discussion with staff regarding current safeguarding considerations in relation to pupils attending.</p> <p>Permission has been sought from parents for their child to use online learning platforms.</p>	<p>KCSiE 2020, approved by Governors and shared with all staff.</p> <p>In line with school policy, no mobile phones are to be used when supervising the children, or when facilitating lessons in the classrooms.</p> <p>Staff completed National Online Safety update module Autumn term 2020.</p> <p>In line with Department of Education, (DfE) guidance DSL/DDSL/Level 3 trained person on site or contactable by phone at all times.</p>
Pastoral			<p>Reintegrating staff and pupils into school will be a gradual process and timetables will be adjusted to recognise this.</p> <p>One child requires 1:1 support worker.</p>	<p>Well-being and mental health topics have been discussed during Inset and additional curriculum time has been allocated for discussions with children.</p> <p>Additional PSHEE and Creative lessons planned to promote expression of feelings and self.</p> <p>Staff have been provided with contacts should they require additional support.</p>
Staff and child drop off / collection / registration.	Transfer of infection from child to other children / staff.	Pupils up to 123/ staff - 25	<p>Staggered start and finish times implemented to avoid crowding.</p> <p>Barriers used to create clear pathway for children.</p> <p>Social distancing reinforced to children by parents and staff via email before school reopens to specific year groups.</p> <p>Hand gel applied on entry to school.</p> <p>Parents aware of the protocol that any symptomatic child will be sent home.</p> <p>Emergency contact details to be checked and updated in advance of pupils returning to school.</p> <p>Face coverings worn en route to school must be taken home by the adult, not brought into school.</p>	<p>Maintain the 'no hand shake' policy for arrival/departure.</p> <p>Children to go directly to their clubs/classrooms on arrival via the external doors.</p> <p>Children to carry their own belongings to minimise contact between staff and the surfaces of children's belongings.</p> <p>Children will limit the number of items they bring in from home to: school bag, lunch box, water bottle.</p> <p>Staff who have welcomed the children to sanitise their own hands once the children have moved into their classrooms.</p> <p>If a child is suspected of being symptomatic, they must be isolated in a separate area, under supervision (with maximum social distancing) – that area and any other areas that they are known to have been in contact with need to be notified to Facilities. Head of Trust Facilities will decide if area will be deep cleaned by Facilities or Vervia specialist team.</p>

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				Water bottles to be checked on arrival to ensure they are named, if they are not, labels to be attached before they are taken to a classroom.
Use of bicycle racks.	Transfer of Covid 19 infection from child to other children.	Pupils up to 123	Pupils will be encouraged to scoot and cycle to school. Scooters and bicycles can be left in the racks provided.	Pupils (and adults) must wait to enter the area if other people are storing their bikes. They must not touch other people's bicycles and scooters. Cycle/scooter racks are cleaned down by Facilities staff daily.
Arrival of pupils wearing coverings.	Transfer of infection from child to other children / staff from touching face to adjust mask.	Pupils up to 123/ staff - 25	Pupils advised to remove face covering and give it to their adult to take away with them.	Pupil then advised by teacher to apply sanitiser before entering classroom.
Entering the site.	Transfer of Covid 19 infection from parent to children / staff.	Pupils up to 123/ staff - 25	Letter sent to parents outlining measures and guidelines to follow. Parking available outside front gate to allow social distancing on drop off. Neighbours contacted and informed of new procedures and asked to be understanding of the staggered approach. Parents remove child from their vehicle. A staff member will greet parents at the gate and parents will not be permitted to enter the building.	Maintain the 'no hand shake' policy for arrival/departure. Parental contact should be maintained as minimal. Signage in place to emphasize this. Staff dismissing the children should wait outside the School building with the children Parking and drop off / pick up arrangements to be reviewed weekly by Head. Pupils in KSI must bring in their own pencil cases and stationery on the first day which then remain in school for their use. Pupils encouraged to carry all their own belongings to reduce any unnecessary contact with surfaces of children's belongings, but support will be given if needed. Pupils to use hand sanitiser on entering the classroom and clean hands regularly throughout the day, especially before eating. Additional sinks and sanitising stations have been installed outside the building to allow children to wash their hands frequently.

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Classroom allocation and staffing.	Transfer of Covid 19 infection from a pupil to other pupils / staff.	Pupils up to 123/ staff - 25	<p>Staff who are vulnerable or who live with a vulnerable family member will have an individual Risk Assessment written to support stringent social distancing measures.</p> <p>Government guidance used relating to these arrangements provided in the links above.</p> <p>Handwashing to be undertaken as a minimum at the prescribed times set out in this Risk Assessment and hand gel available at all times, i.e. hand-washing should take place before any snacks are consumed, before lunch and after visiting the toilet. Hand gel should also be used throughout the day.</p> <p>Public Health England (PHE) guidelines on PPE followed and reviewed if this guidance should change.</p> <p>Supervising staff will be provided with the appropriate PPE for this task i.e. disposable gloves.</p> <p>Classroom doors to be held (activity appropriate) open using the Fire Doorguard system, reducing contact with door handle.</p> <p>Windows to be kept open when possible to increase airflow.</p>	<p>Supervising staff will be provided with anti-bac wipes to clean down any equipment used after each session e.g. the iPads, photocopier and any immediate desk surfaces. This includes the cleaning down of their own laptops (see section on use of school resources).</p> <p>Supervising staff to review each session with Head and put forward any recommendations for further risk mitigation for Head to consider.</p> <p>External doors to classrooms used where possible. Owl Class to use the fire escape stairs to enter and exit their classroom.</p> <p>To minimise close contact between adult and pupils, Staff asked to consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.</p> <p>In KSI, desks will be spaced as far as possible and situated to face the front, rather than in groups facing each other.</p>
Assembly arrangements	Transfer of Covid 19 infection from a pupil to other pupils / staff.	Pupils up to 123/ staff - 25	Assemblies will take place online with one bubble in the hall at a time.	
Lunch arrangements.	Transfer of Covid 19 infection from child to other pupils / staff.	Pupils up to 123/ staff - 25	<p>Staff to supervise children and ensure handwashing/ gel before and after lunch.</p> <p>Children are bringing their own packed lunches or ordering from LunchMunch.</p> <p>Staff lunches will be provided and staff should remain socially distanced when collecting their food/ drinks.</p>	<p>Children to wash their hands before eating.</p> <p>Children will be spaced out in the classrooms/marquee and a rota will be issued by the Deputy Head.</p> <p>The duration of lunch for pupils is 30 mins. Vigilant staff supervision to ensure there is no sharing of food.</p> <p>If children need help to open containers/ packaging, staff should wear gloves.</p> <p>Children to dispose independently of any 'waste' from their lunches, including packaging into the bins provided.</p>

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				<p>Thorough cleaning of all surfaces used by the children and staff present at the end of the day.</p> <p>Due to additional supervision of pupils over lunch time, Staff not on duty may use an empty classroom/ Hall to eat their own lunch. No more than 4 people per room and Staff must wipe down the area they use before and after eating.</p>
	Allergens contained in pupil lunches causing reaction for other pupils.	Pupils up to 123/ staff - 25	<p>Staff aware of allergies and medication.</p> <p>Staff to carry out visual check of lunchboxes before children eat.</p>	Refresher and up to date records given to staff 18/04/2021
Playtimes and break times	<p>Slips / trips and falls in unfamiliar surroundings.</p> <p>Maintaining social distancing.</p>	Pupils up to 123/ staff - 25	<p>Staff supervision in place according to numbers and ages.</p> <p>Limited use of play equipment. Each year group to play in different 'zoned' area to reduce contact – age appropriate use only and fully supervised.</p>	<p>The staff on duty will ensure groups are in the correct zone on a daily basis and children will be instructed to which equipment they can use (age dependent)</p> <p>Playtimes have been arranged to minimise cross over between groups. Staff Duty rota has been adjusted to maintain high levels of supervision within each zone.</p>
Play Equipment	Transfer of Covid 19 infection from a pupil to other pupils / staff.	Pupils up to 123/ staff - 25	Pupils to remain in social groupings.	<p>Staff supervision during break to ensure pupils remain in their group.</p> <p>No shared play equipment to be used across social groups without prior cleaning.</p>
Wet weather break time arrangements	Transfer of Covid 19 infection from a pupil to other pupils / staff.	Pupils up to 123/ staff - 25	Pupils will remain in their zone indoors.	Wet weather plan initiated - staff to remain in their zone with pupils for 'wet play' activities.
Use of outdoor learning space during afternoon session should pupils need it.	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	<p>Social groupings guidelines followed.</p> <p>Zoned areas with shade selected for each different social group and used at different times.</p> <p>Play equipment and outdoor touch points wiped down by Facilities / cleaning staff at the end of the day.</p>	Staff supervision during outdoor session to ensure social grouping is effectively maintained.
Use of School resources	Transfer of Covid 19 infection from a pupil to other pupils / staff by touching school IT	Pupils up to 123/ staff - 25	<p>Toys and equipment wiped down after each day by teaching staff.</p> <p>Anti bac wipes and gloves will be provided to teaching staff to wipe down equipment and surfaces as outlined above.</p>	<p>Children grouped in year group bubbles where possible.</p> <p>Pupils in KS1 to bring in own pencil cases which will remain in school.</p>

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	equipment and toys			<p>Classroom resources have been carefully limited for the children to reduce the quantity, but provide sufficient for the hours required.</p> <p>Equipment not in use has been removed into storage.</p> <p>Additional staff allocated to undertake cleaning rota of external surfaces and equipment each day.</p>
Curriculum expectations	Transfer of Covid 19 infection from a pupil to other pupils / staff by touching school IT equipment and toys	Pupils up to 123/ staff - 25	A broad curriculum will be offered in line with the expectations at The Rowans.	<p>Children will be taught by class teachers as well as specialists and social distancing will be adhered to wherever possible.</p> <p>Assessments carried out in March to assess and gaps in learning and plan the curriculum to address these, in conjunction with the LE teacher.</p> <p>Pupils with additional needs will be monitored and offered support through LE.</p> <p>The distance learning programme has been refined and pupils needed to self-isolate can be provided with a broad education remotely.</p> <p>Sports lessons will take place for each year group but external fixtures have been suspended this term.</p> <p>Music lessons, including 1:1 specialist lessons, will continue with social distancing and additional cleaning of the room and equipment.</p> <p>RSE has been incorporated into the curriculum, along with enhanced PSHEE sessions which also address behaviour and feelings, in order to support children effectively.</p>
Washroom provision	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	Washrooms checked and door handles / touch points cleaned with sanitizer at least three times a day by Facilities staff.	<p>Pupils to visit the toilets in maximum of twos from their social group, or with support from adults in the case of EYFS children.</p> <p>Additional handwashing stations have been installed.</p> <p>Member of staff on specific duty each playtime to ensure pupils follow instructions on where to go and how many can enter at one time.</p>

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				<p>Classroom doors to be kept open using the fire doorguard systems to reduce the touching of door handles.</p> <p>All toilets will be cleaned regularly throughout the day.</p> <p>Staff toilet procedures remain as per usual use.</p>
Fire evacuation	Staff and pupils able to maintain social distancing during fire evacuations.	Pupils up to 123/ staff - 25	<p>Staff reminded of fire evacuation point and directed to the signage in each teaching area. All go to the Sports Court.</p> <p>Facilities staff on call for any problems.</p>	<p>Facilities mobiles will be alerted should a fire alarm be activated.</p> <p>Usual procedures followed with more space designated between groups by teaching staff once in evacuation space.</p>
Shelter-in procedure being enacted	Staff and pupils able to maintain social distancing during shelter in procedure.	Pupils up to 123/ staff - 25	<p>Staff have received training for Shelter-in procedures.</p> <p>Procedure to be reiterated to staff in briefing before return to school.</p> <p>Emphasis on staying in secure room but use of social group reduces the risk around being unable to socially distance in an emergency where immediate danger is the concern.</p>	<p>Emphasis on staying in secure room but use of social group reduces the risk around being unable to socially distance in an emergency where immediate danger is the concern.</p>
Specific risks reported in media around BAME community.	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	<p>Parents given option to continue with distance learning package if children have to quarantine.</p> <p>Government and Public Health England guidance followed and procedures updated as guidance changes.</p>	<p>Staff encouraged to speak to Head and/or HR regarding any specific anxieties or concerns and personal risk assessment carried out where necessary to ensure any reasonable additional measures are considered.</p>
Specific risks reported around pregnant women.	Transfer of Covid 19 infection from a pupil to other pupils / staff.	Pupils up to 123/ staff - 25	<p>Government and Public Health England guidance followed and procedures updated as guidance changes.</p>	<p>Staff encouraged to speak to Head and/or HR regarding any specific anxieties or concerns and personal risk assessment carried out where necessary to ensure any reasonable additional measures are considered.</p>
First Aid incidents	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	<p>Gazebo is designated space for incidents which cannot be dealt with in the social bubble. The area is fully equipped to ensure social distance guidelines are observed and treatments can be administered.</p> <p>All first aid incidents to be reported to Office and recorded as usual with parents informed.</p>	<p>Minor medical matters to be dealt with within 'social group' where possible by staff linked to their group.</p> <p>Gloves to be worn if cleaning wounds/administering plasters/icepacks: https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</p> <p>Face visors, masks and disposable aprons to be supplied by Facilities staff for use by staff member administering any kind of first aid if they wish to use them, including potential Covid symptoms and intimate care.</p>

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First Aid Incident – dealing with a case presenting symptoms of Covid 19	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	<p>Medical area designated in Gazebo- medical trolley with appropriate equipment is located there.</p> <p>Pupil's temperature to be taken and recorded.</p> <p>Pupil to remain isolated, but supported by staff member appropriately socially distanced if possible and utilising PPE if required.</p> <p>Pupil to obtain test and not return until a negative test result has been received.</p> <p>Pupil or staff member with symptoms to be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. Any fellow household members should self-isolate for 14 days.</p> <p>Parents within social group to be informed of a positive test result. If any of the group develop symptoms they will then be asked to go for testing.</p>	<p>Anyone with suspected COVID symptoms should be taken to the Gazebo where medical supplies are available and attended to by the member of staff from that 'group'. Contact Office for support and communication to parents. Head to be informed. PPE is available in the medical trolley in the Gazebo for staff attending to another person with Covid symptoms.</p> <p>Gazebo to act as isolation space for child with temperature or symptoms if weather permits until parent collects them from school.</p> <p>Face visors, masks and disposable aprons to be supplied by Facilities staff for use by supervising staff member. This should be placed in appropriate bin after use.</p> <p>If a staff member is unwell, they will wait in the Quiet room, adjacent to the Staff washroom, and receive first aid as required.</p> <p>Government guidance to be followed for anyone presenting with CV-19 symptoms. Staff and parents to be informed how to obtain a test and to report the outcome to School.</p> <p>Following a positive test result: The local health protection team will be contacted for direction. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>As part of the national test and trace programme, parents will be asked to</p> <ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they or their child have been in close contact with if they were to test positive for

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				<p>coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
Site cleaning where there are no suspected / confirmed cases	Transfer of Covid 19 infection from a pupil to other pupils/ staff	Pupils up to 123/ staff - 25 Facilities staff carrying out cleaning	<p>Facilities staff to clean down handrails, door plates and handles in the areas used at least three times a day.</p> <p>Additional clean to be done at the end of the day when pupils and staff have left site by Vervia staff.</p> <p>Cleaning regime to be reassessed weekly by the Head and Head of Trust Facilities based on no. of pupils, activities and areas used.</p> <p>Children are taught the protocol of 'catch it, bin it, kill it'.</p> <p>Facilities staff to be issued the correct PPE.</p>	<p>Particular attention paid to high-risk areas such as washrooms, all hard surface areas and touch points on doors.</p> <p>Tissues, wipes and bins are available in each area.</p> <p>Hand sanitiser, gloves and anti-bacterial wipes to be placed in all classrooms.</p> <p>Stocks of cleaning materials to be regularly checked by Facilities staff.</p>
Site cleaning where there is a suspected / confirmed case of Covid 19	Transfer of Covid 19 infection from a pupil to other pupils / staff		<p>Group areas to be closed immediately and all staff / pupils sent home to self-isolate, following current Government guidelines.</p> <p>Test must be returned as negative before the pupil/staff can return.</p> <p>Vervia Cleaning contractor to bring in a specialist cleaning team to decontaminate the buildings and equipment used.</p>	
Staff refreshments and breaks	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 123/ staff - 25	Staff may use the marquee/Hall/ empty classrooms and remain socially distanced. They will wipe down the area before and after use when using an empty classroom.	Staff accessing the drinks machine must ensure social distancing and wipe down contact points before and after use.
Visitors to site and ensuring social distancing	Transfer of Covid 19 infection from visitor to pupils / staff	Pupils up to 123/ staff - 25	<p>Office door to be kept closed with access only for office administrator.</p> <p>Staff to sign in and out on signing in sheet displayed outside the Office (with own pen).</p> <p>Visitors will remain in the outdoor area and follow social</p>	<p>Deliveries will be left at the gate or directed to the outside door to the main building depending on the size of the delivery.</p> <p>Cleaning staff to clean all areas visited once site is clear.</p> <p>Current parents should arrange telephone calls to speak to</p>

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			distancing guidance.	staff rather than face-to-face meetings where possible. Planned events will take place outdoors, in line with Government restrictions and roadmap e.g. Year 2 Production, Sports' Day External tours will resume in the Summer term for groups of up to 6 adults.
Movement around the school buildings and site	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 123/ staff - 25	Pupils and staff will remain in their zones as far as possible. Dismissal at the end of the day will take place at staggered times and with each group lined up separately on the main grass area. Parents follow a one way flow system to reach their child and leave immediately.	When moving outside, the external doors will be used where possible. Staff wear face covering when moving around the site indoors and in communal areas. Only one adult per child should enter the site to collect their child. Signs will indicate this.
Extra- curricular provision	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 123/ staff - 25	Extra- curricular provision resumed on 21 st April	External providers have been provided with all Covid guidance and they have completed their own RA for their activity. There will be a maximum of 15 pupils per indoor club, in consistent groups with a register taken at each session to ensure track and trace can be carried out if required. Children will wash hands before and after each club and there will be minimal sharing of resources.
Waste Management	Transfer of Covid 19 infection from a pupil to other pupils / staff	Pupils up to 123/ staff - 25	Bins to be provided in classrooms with lidded pedal bins in all high risk areas such as medical room and toilet areas to reduce touch points. Bins emptied by facilities staff throughout the day when areas are clear of pupils. All waste double bagged and disposed of in general waste unless Covid is suspected. If this is the case then waste is separated out and stored separately and securely before being disposed of as hazardous waste	Anti-bac wipes, paper towels and gloves to be located in each area so staff can wipe lid regularly where appropriate. Facilities to empty bins at least 3 times per day. Waste is then double bagged and disposed of in the usual waste stream. Hazardous waste bin to be moved to medical room where a lidded pedal bin is available.
Uniform	Transfer of Covid 19 infection from a pupil to other pupils/ staff	Pupils up to 123/ staff - 25	Pupils to wear normal uniform or sports kit on relevant days. Staff to adhere to dress code policy.	Clothing should be changed each day and, where possible, washed regularly to avoid home-school cross over.

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
Use of photocopier/ scanner/ laminator	Transfer of Covid 19 infection from a staff member to another staff member.	staff x 25	Staff to limit numbers in the room- max 3 at one time	Photocopier/ scanner/ laminator available to staff. Wipe and hand sanitizer should be used before and after using the equipment.
Water Fountains	Transfer of Covid 19 infection from child to other children	Pupils up to 123	Close off/isolate all water fountains to avoid communal use and ensure pupils have access to their water bottles all day	Adult to take water jugs to each classroom for bottles to be refilled. Staff to refill pupils' bottles (pupils to hold bottles/staff member to refill from jug).

Circulation list for Risk Assessment via e mail:

Governors

All Teaching Staff

All Support Staff

Date circulated and by whom:

01.06.2020 JHu sent to KD, LR, JH TR Staff, Governors made aware

02.06.2020 JHu sent to KD, LR, JH, Staff, posted on website and parents notified

04.09.2020 JHu sent to LR and JH after consultation with Staff

07.09.2020 JHu sent to all Staff, posted on website and parents notified. Governors made aware.

16.10.2020 SLT updated RA to share with staff after half term.

02.11.2020 JHu alerted Staff to changes and posted updated RA on the website.

06.01.2021 JHu sent to TEC, Staff and Governors. RA posted on website.

02.03.2021 ES sent to LR, JMH, JH, Governors and Staff. RA posted on website.

15.04.2021 ES sent to TEC. Governors made aware.

19.04.2021 ES alerted Staff to changes and posted updated RA on the website.