

## Springwood Heath September 2020 COVID 19 Risk Assessment/Procedures (January 2021 Update)

<b>Date:</b> July/August 2020	<b>School:</b> Springwood Heath Primary School	<b>Team:</b> SLT	<b>Location:</b>
<b>Review Date:</b> January 2021	<b>Ref:</b>	<b>Assessor:</b>	<b>Head Teacher:</b> Mr Ian Hunt

**Children, staff and other adults will not come into the school if they have coronavirus symptoms, or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'.**

This risk assessment will be shared with all staff

### Prevention & Response – to be in place all the time

<ul style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring those who have coronavirus symptoms or have someone in their household who does, <b>do not attend school.</b></li> <li>Clean hands thoroughly more often than usual.</li> <li>Where necessary, wear PPE equipment.</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.</li> <li>Clean touched surfaces often.</li> <li>Engage with the NHS Test and Trace process.</li> <li>Contain any outbreak by following local health protection team advice.</li> </ul>
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Risk: Transmission Through Contact (Within the school building)	Who	Measures taken:	Risk Level
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> <li>Lunchtime provision – how, when, where, hot/cold dinner</li> <li>Use of available classroom/teaching spaces for 'bubble year groups'</li> </ul>	<p>SLT</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>Each year group will be kept in their own year group bubble and will be kept apart from other groups where possible. Older children will be encouraged to keep their distance within groups. Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</li> </ul>	<p>LOW</p>

<ul style="list-style-type: none"> <li>• How to avoid larger groups of children mixing.</li> <li>• Movement around school for staff/children.</li> <li>• Classroom equipment/furniture.</li> <li>• Greetings at the Reception desk.</li> <li>• School Offices</li> <li>• Vulnerable children and staff.</li> <li>• Breakfast/After school clubs.</li> <li>• Working with younger children.</li> <li>• Supply/Peripatetic staff</li> </ul> <p>(Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum)</p>		<ul style="list-style-type: none"> <li>• Although mixing into wider groups for specialist teaching and wrap around care e.g. Breakfast Club/After School Clubs can be resumed from the Autumn Term we have considered how we can make this provision work alongside our wider protective measures and keeping children within their year groups therefore the decision has been that Breakfast Club is available for those parents/carers who completed the request form on the school website. Breakfast will be eaten within the school hall, with children sitting on their Year group table (social distanced) and then will go to their classrooms at 8:30am. Discussions as to re starting After School Clubs will be held by SMT later in the term.</li> <li>• All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the education offer. Where staff are moving between each year group bubble, they should try and keep their distance from the children and the other staff members as much as they can, ideally 2 metres from other adults. It is recognised that this is not possible with younger children.</li> <li>• Named children will continue to require School Nurse/Physiotherapists to be involved in order to have their health needs met throughout the school day e.g. treatment in class or being collected for treatment. It is advisable that these children are accessible near the corridor classroom door during the school day. Intervention times will be given to each class bubble.</li> <li>• School dinners during the Autumn Term will be served within the classroom due to bubbles being separated and not being able to mix. This will be reviewed during the term. <b>This will continue in the Spring Term</b></li> </ul>	
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		<ul style="list-style-type: none"><li>• 2 metre tape line to be placed by the Reception window hatch. Admin staff to form their own 'bubble' with limited staff entering the area.</li><li>• All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</li><li>• All visitors will be given a visitor sticker.</li><li>• All waiting areas are reconfigured to ensure social distancing can be maintained. Display stands and magazines are removed.</li><li>• Office windows will be opened where practical, to encourage as much natural ventilation as possible</li><li>• Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Desk configurations can be moved so that staff are not seated facing each other.</li><li>• All work items and belongings are stored in desk pedestals/drawers or store cupboards when not in use</li><li>• Telephones should not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</li><li>• The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Wipes will be found by the main school copier.</li><li>• Signing in/out system to be fobbed only for school staff.</li><li>• Supply staff, peripatetic teacher's e.g. sensory service staff should ensure they minimise contact and maintain as much distance as possible from other staff. They should provide support and interventions as usual. The</li></ul>	
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		<p>School office will keep a record of all visiting staff and their contact details.</p> <ul style="list-style-type: none"><li>• All children will wash their hands on arrival at school. They will dispose of any face coverings in a covered bin or a reusable covering is placed in a plastic bag and their hands washed again before entering the classroom.</li><li>• Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings can be worn. Anyone wishing to wear a face covering in school will be allowed to do so. (The impact of wearing a face covering for learners with additional support needs including any level of hearing loss, or for learners who are acquiring English and rely on visual cues, should be carefully considered)</li><li>• Children arriving on dedicated school transport will wipe their hands in their classrooms.</li><li>• Staffs working with younger children need to exercise their own judgement in keeping children at a reasonable distance apart. (If adults can keep 2 metres distance when circumstances allow)</li><li>• Ideally adults should maintain 2 metre distance from each other and from children.</li><li>• Discourage social physical contact (hand to hand greeting/hugs)</li></ul>	
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		<ul style="list-style-type: none"><li>• For children old enough they should be supported to maintain distance and not touch staff and their peers where possible.</li><li>• To support social distancing where possible seat children side by side and facing forwards (rather than face to face or side on.) This is advisable in Year 1 &amp; 2 but it is recognised that it isn't appropriate for specific SEN children to sit at tables throughout the school day. Avoid situations that require young people to sit or stand in direct physical contact with others. Within FS children are to be spaced out within the continuous provision.</li><li>• Where children need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource.</li><li>• Staggered/timetabled use of the playground for dinner and playtimes for each year group bubble will be available. Each year group bubble will have their own outside play equipment to be used during playtime.</li><li>• Any outdoor equipment is not be used unless it is cleaned between each child's use and cleansed at the end of the day. The playground equipment is not to be used.</li><li>• The use of the school staff room is minimised to maximise social distancing between colleagues (A maximum of 12 adults. Staff should sit with staff in their bubble and socially distance from others) Wipes and cleaning materials will be available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</li></ul>	
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		<p>(The Working Time Regulations 1998 are clear that, where an adult worker's daily working time is more than six hours, they are entitled to a rest break of not less than 20 minutes.) If staff leave the school premises at lunchtime they should adhere to the social distancing rules in place at the time and maintain the relevant distance from others and follow hygiene advice. Staff should use their own cup/mug and ensure these are cleaned straight after use.</p> <ul style="list-style-type: none"><li>• Children will always come into the classroom by the outside door. Children using transport will be allowed to use the corridors. There should be no need for children to use the corridors unless they are going to the school hall, they are unwell and are either being taken to a First Aider or COVID lead.</li><li>• Corridors, walkways and staircases will have arrow markings laid out to indicate which side to walk on. Brief transitory contact is low risk.</li><li>• Posters to be displayed throughout the school to remind children/staff to keep their distance, regularly washing their hands and using tissues for wiping their nose.</li><li>• For individual equipment such as pens/pencils children and staff should have their own items that are not shared. Classroom based resources e.g. books &amp; games can be used and shared within the year group bubble; these should be cleaned regularly along with all frequently touched surfaces. Resources shared between year group bubbles e.g. sports equipment, art and science equipment should be cleaned frequently</li></ul>	
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		<p>and rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. School reading books shared with home to be left unused for 48 hours. (Whole school system)</p> <ul style="list-style-type: none"><li>• Within FS it is recommended that children access toys and equipment that are easy to clean. Resources such as sand, water should be used only by the one bubble and within the outside area, Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Children will require comfortable areas to play however any soft furnishings such as throws should be removed unless clearly required. (If required they should be used for individual children and should be washed after use.)</li><li>• Children should be discouraged from bringing toys from home to school. However we recognise that some children may require a transitional object/toy as a comforter. Therefore staff should consider how this can be safely managed to ensure children are supported in their transition and feel reassured and comforted.</li><li>• Children and teachers can take books and other shared resources home although unnecessary sharing should be avoided. Cleaning of resources should apply and any returned books to be isolated.</li><li>• Children will be encouraged to only bring into school essentials e.g. lunch boxes, hats, coats, books, stationary (mobile phones). School bags are allowed.</li></ul>	
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		<p>Water bottles to be sent home at the end of each day for cleaning.</p> <ul style="list-style-type: none"><li>• It is important to ensure that school is well ventilated and a comfortable teaching environment is maintained. Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) Open high level windows in preference to low level to reduce draughts. Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li><li>• All unnecessary items are removed from classrooms and teaching environments in order to support distancing where possible.</li><li>• Pedal bins will be found within each bubble and within children's class toilets for paper towels. These will be emptied frequently by SPIE staff. PPE equipment used within the bubble to be placed within the hygiene rooms bins for disposal via SPIE. Hand dryers will be turned off.</li><li>• Children will be coming into school wearing school uniform. (Uniforms do not need to be cleaned any more often than usual)</li><li>• From 4th January all staff will stay onsite until at least 3:30pm and longer if required. Class teachers will be responsible for directing this time. This is to ensure that the following things happen:</li></ul>	
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		<ul style="list-style-type: none"> <li>• Tables are clear for cleaning, as is the floor.</li> <li>• All children have cleared the site and equipment e.g. electric wheelchairs are prepared for the following day.</li> <li>• Any preparation for the next day is completed.</li> <li>• Any staff catch up takes place, particularly re individual children.</li> <li>• Any CPD that needs completing (e.g. safeguarding training).</li> <li>• Any CPOMs are completed.</li> </ul> <ul style="list-style-type: none"> <li>• School will not be open any longer than necessary. Staff will ensure their classrooms and equipment e.g. electric wheelchairs are prepared for the following day and all children within their bubble have left the school building before leaving the premises.</li> </ul>	
(Outside the school building)	Who	Measures taken:	Status/RAG Rating
<ul style="list-style-type: none"> <li>• Staggered start/finish times – parents drop off, where?</li> <li>• School Transport for enhanced – pick up/drop off</li> <li>• Using outdoor space to minimise transmission – who, when?/Playtimes</li> <li>• School trips</li> </ul>	SLT	<ul style="list-style-type: none"> <li>• Parents will be advised of where to drop off/collect their children &amp; times in order to dilute the number of parents at any one time within the school outside area. Parents will be asked to not gather at the school entrance gates, on the school playground or enter the school site unless they have a pre-arranged appointment once their child has entered school.</li> <li>• From the 15/9/20 LCC are requesting that adults collecting and dropping off children <b>should</b> wear a face covering. Any adults that can't should maintain a 2m distance. This includes any staff that are on the gate/playground at these times</li> </ul>	LOW

		<ul style="list-style-type: none"><li>• Where possible communication between parents and school should be via phone/text message/email or social media. Any parents wanting to speak with staff should be at a minimum of 2 metres apart.</li><li>• Parents will be asked to drop their children off alone.</li><li>• Each class bubble to be given a start/finish time with at least 5 minutes difference. Children will walk straight to their classroom door.</li><li>• Hand sanitisers will be located by the class door in order for children to clean their hands prior to entering school. Hand sanitiser to be also available in the Reception area.</li><li>• Playtime/playground time will be on a rota basis. The main playground equipment will be out of bounds including the sports arena until further notice.</li><li>• The DfE has provided further information to the LAs about children arriving to school on Dedicated School Transport e.g. how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school. So in line with latest DfE guidance, some children, may be on the same bus with children from another bubble in ascending year groups with specific seat allocation and distancing. All the children from one year would be collected and loaded first then the other year would be picked up. Going home, the year loaded last will be dropped first and then on to the other years addresses.</li></ul>	
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		<ul style="list-style-type: none"> <li>• School staff will ensure that the vehicles are distanced within the car park and organised queuing/boarding supports the distance rule for adults wherever possible. Children will off load at 8:40am in order to go straight to their classrooms. Buses will be numbered so that as a bus arrives from 3pm admin will tannoy the bus number and those children will be able to go to the school entrance to be collected.</li> <li>• Staff should keep a minimum of 2 metres when collecting or releasing children to their parents.</li> <li>• School visits can be arranged (not overnight) in line with protective measures e.g. keeping children within their consistent group and the coronavirus secure measures in place at the destination. Outdoor spaces in our local area can also be utilised to support the delivery of the curriculum. A full thorough risk assessment should be completed to ensure the visit can be made safely.</li> </ul>	
Using PPE equipment procedures in the Hygiene Rooms			
	Support Staff	<p>Children 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.</p> <p>All PPE should be disposed of as soon as the activity is completed. Always perform hand hygiene appropriately after disposing of PPE.</p> <p>The correct sequence for putting on your PPE is:</p> <p>Perform hand hygiene Apron Fluid repellent surgical facemask</p>	LOW

		<p>Eye wear if required/Visor Gloves</p> <p>PPE must be removed in an order that minimises the potential for cross contamination, before leaving the room. The correct procedure for the removal of PPE is outlined below:</p> <p>Gloves Apron Eye wear if used Wash hands (Hand hygiene) Fluid repellent surgical facemask Wash hands (Hand Hygiene) performed following the removal of all PPE See Public Health and NHS YOUTube video, Covid -19; putting on and removing personal protective equipment (PPE) – a guide for care homes. PPE equipment to be placed in the bins in the hygiene room. SPIE will follow removal procedures.</p>	
<p>To reduce risk of exposure to COVID – 19 by considering: PPE provision for children/staff who become unwell or display symptoms.</p>	<p>COVID lead(s) Class staff First Aider</p>	<ul style="list-style-type: none"> <li>• School First Aiders wearing PPE equipment will be available to treat children who require 'First Aid' following school policy within the year class bubbles. Staff will wear PPE equipment if they are unable to social distance.</li> <li>• The First Aider will determine if they feel the child is displaying COVID symptoms and needs to be passed to the COVID Lead.</li> <li>• If a child is suspected of displaying symptoms then they will be kept within the Outreach Room ideally with the window open (door closed depending on the age of the child &amp; with appropriate adult supervision if required) until parents/carers collect. If another child displays an</li> </ul>	<p>LOW</p>

		<p>illness (at the same time) they will be placed in the multi-function room with the window only.</p> <ul style="list-style-type: none"><li>• If the child needs to go to the toilet before being collected they should use a toilet in the reception area. This toilet will be identified. This toilet should then be cleaned/disinfected before anyone else uses it by SPIE cleaners.</li><li>• Any areas, items and surfaces that the child/staff member has come into contact with should be cleaned as soon as possible (with normal household disinfectant).</li><li>• Members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves. They must wash their hands thoroughly with soap and running water/hand sanitiser.</li><li>• Any child presenting as symptomatic will be sent to the Outreach room and the parent/carer requested to get the child tested by booking online through NHS testing and tracing website or ordered by telephone via NHS 119 or to telephone NHS 111 for advice. (School is due to be provided with a small number of home testing kits which can be given directly to parents/carers or staff who have developed symptoms at school) Parents/Carers and staff will be asked to inform school immediately of the results of the test.</li><li>• Admin staff will keep a list of children who have been sent home with suspected coronavirus symptoms and when.</li></ul>	
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		<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating. (They could have another virus) It is still best to avoid contact with other people until they are better.</p> <p>If someone tests positive, they should follow the 'stay at home guidance' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. (A cough or anosmia can last several weeks once the infection has gone) If they still have a temperature they should keep self-isolating until their temperature returns to normal. Other members of their household should continue to self – isolate for the full 14 days.</p> <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil:  <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	
<p>To reduce risk of exposure to COVID-19 by considering:  PPE provision for children with behaviour/sensory issues etc.</p>	<p>SLT  All staff</p>	<ul style="list-style-type: none"> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, or other learner displaying coronavirus symptoms.</li> </ul>	<p>LOW</p>

		<ul style="list-style-type: none"> <li>• Monitor children's regulation. If someone is becoming agitated or distressed offer them 'time' to calm down outside on the patio area/playground. Sensory programmes can be completed outside e.g. scoots or in the school hall timetabled as 'sensory'. A designated scoot area is also available by the school lift for individual children/more than 1 child from the same year group bubble. This area isn't to be used at staff break/lunchtimes. Only one year group in the hall at any one time.</li> <li>• Monitor distressed children at a distance. Any items presenting a risk to harm to be removed from the area. For a child displaying poor behaviours (not connected with their special needs) a phone call to parents/carers will be made and the child will not be able to return to school until a plan is in place to support them.</li> <li>• Children's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by our school with the ultimate sanction of exclusion.</li> </ul>	
<p>To reduce risk of exposure to COVID-19 by considering:  PPE provision for interacting with pupils with access needs, personal care needs – feeding/toileting etc</p>	<p>SLT  All staff</p>	<ul style="list-style-type: none"> <li>• Supplies are stored within each toileting area and within the classroom. Staff will have their own visor available to meet the care needs of the enhanced children.</li> <li>• Staff should follow the guidance poster on removing PPE equipment following use.</li> <li>• Once the equipment has been finished, used PPE equipment should be placed in the hygiene room bins. Unless there is a positive case normal emptying procedures by SPIE will be undertaken.</li> </ul>	

<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	<p>SLT All staff</p>	<ul style="list-style-type: none"> <li>• A named staff will report to the admin staff (Weds am) so that PPE stock can be ordered for the following week in line with Liverpool Procurement Department procedures.</li> <li>• Named staff will ensure toileting areas/bubbles are always equipped with PPE equipment.</li> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms.</li> </ul>	<p>LOW</p>
<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• SPIE will ensure the refilling of the soap dispensers throughout the day.</li> <li>• Children are reminded/encouraged washing hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. Children to be encouraged to wash their hands at least six times during the day following the 5 steps</li> </ul> <p>Wet your <b>hands</b> with <b>clean</b>, running water (warm or cold), turn off the tap, and apply <b>soap</b>. Lather your <b>hands</b> by rubbing them together with the <b>soap</b>. ... Scrub your <b>hands</b> for at least 20 seconds. ... <b>Rinse</b> your <b>hands</b> well under <b>clean</b>, running water.</p> <ul style="list-style-type: none"> <li>• Posters will be displayed throughout the school to remind children of hand washing.</li> </ul>	<p>LOW</p>



<p>To reduce risk of exposure to COVID-19 by considering: Children who are in school with 1:1 support</p>		<ul style="list-style-type: none"> <li>• Ensure the allocated 1:1 staff or staff trained to meet specific trained health needs are available.</li> <li>• Children to be placed within their year group bubble.</li> <li>• Staff to sit side by side (rather than face to face) and to frequently wash their hands.</li> <li>• 1:1 support to be consistent and those involved should maintain their distance from others in the school to keep the number of contacts to a minimum. Where there is a need to work in close proximity with adults and children the safety measures to protect adults and children should be followed. Staff should wear a face covering or PPE as appropriate, and regularly wash their hands before and after contact.</li> </ul>	<p>LOW</p>
<p><b>Risk: Staff, Essential Visitors and Pupil Attendance</b></p>			
<p>Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines</p>		<ul style="list-style-type: none"> <li>• Any member of staff with symptoms or living with someone with symptoms must not report to work.</li> <li>• A plan is in place to ensure that each year group bubble of children is staffed to meet the needs of all children.</li> <li>• Contingency plan has been developed to cover staff absence/sickness.</li> <li>• Essential visitors to our school will be asked before entering if they have had symptoms in the last 10 days or if anyone in their household has had symptoms in the last 14 days. If they have then they will not be permitted to enter. (Public Health England is clear that routinely taking the temperature of children/adults is</li> </ul>	<p>LOW</p>

		<p>not recommended as this is an unreliable method of identifying coronavirus (COVID-19) at one point in time.</p> <ul style="list-style-type: none"><li>• Details will be collected from all visitors by Reception staff. These will include name, contact number, date of visit, arrival time/departure time/who they were visiting. (These details will be kept for 21 days in line with GDPR policy)</li><li>• We will expect all visitors to comply with our school risk assessment, including, washing/sanitising their hands, taking care to maintain distance from other staff and children. Therefore if visitors are observing individual children then seating within the classroom, will enable social distancing and is close to the door if possible. Visitors should wear clean clothes which have not been used within another context, if possible and to carry anti-bacteria wipes, tissues and hand sanitiser.</li><li>• For 1:1 assessments, these will take place within our Outreach Room unless the room has been used earlier for a suspected case. This room is well ventilated, near to the school entrance and is regularly cleaned. Where social distancing of 2 metres cannot be maintained then PPE may be required to be worn in line with our school risk assessment.</li><li>• Children will be asked by class staff to wash their hands before an assessment takes place.</li><li>• Some children who no longer are required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.</li><li>• Where a child is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education which will be monitored. Where children are not able to</li></ul>	
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		attend school as parents are following clinical and/or public health advice, their absence will not be penalised.	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation		<ul style="list-style-type: none"> <li>• All staff to receive a copy of the school's risk assessment which include procedures/day to day operations.</li> <li>• All staff to be kept up to date with any changes via the school email system</li> <li>• Speak to a close colleague or a member of the SLT</li> <li>• Access to well-being and mental health support (Toni/Laura)</li> </ul>	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> <li>• Parent letter written in partnership by Headteacher and Chair of Governors has been shared with all parents which will include details provided of safeguarding measures in place to mitigate risk of infection and how the year group bubbles will operate.</li> <li>• School bags will be allowed in school for children. Packed lunch boxes and a water bottle which are clearly labelled.</li> <li>• Clear expectations for and of parents have been shared including that that they are complying with current government guidelines around 'social distancing' and 'staying alert'.</li> </ul>	LOW
All staff daily procedures	All Staff	<ul style="list-style-type: none"> <li>• Staff to fob into school using the school system.</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>All staff to maintain the recommended 2 metre social distance rule at all times, where practicable. <b>Staff should limit movement around the school where possible, minimising contact with staff from other Bubbles. Staff are encouraged to wear a face covering in shared areas.</b></li> <li>Limit the number of surfaces touched, where possible.</li> <li>Keep hands away from the face as much as possible.</li> <li>Regularly perform appropriate hand washing/hand sanitising. <b>More frequently in the light of the much higher transmission of the new variant;</b></li> </ul>	
<b>Risk: Maintaining Cleanliness</b>			
Deep clean the kitchen.	Chartwells	<ul style="list-style-type: none"> <li>Clean and disinfect all areas and surfaces</li> <li>Review how any cutlery is allocated</li> </ul>	LOW
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	SPIE	<ul style="list-style-type: none"> <li>Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Desks, table tops Hand rails Light switches Toilets Sinks Lidded bins for tissues to be emptied throughout the day.</li> </ul>	LOW

		<p>Ensure daily that toilets are checked and stocked e.g. soap, paper towels.</p> <ul style="list-style-type: none"> <li>• SPIE have agreed to have a member of their staff available all day for cleaning.</li> <li>• Public Health have provided additional information – as long as regular cleaning is thorough and maintained at all times there is no need for additional cleaning.</li> <li>• Toilets need to be cleaned frequently but do not have to be cleaned after every use (except if used by a symptomatic person whilst waiting to go home)</li> </ul>	
Classroom bins		<ul style="list-style-type: none"> <li>• Children to throw away used tissues in a bin with a lid. 'Catch it, bin it, kill it' approach.</li> <li>• Bins to be monitored and emptied regularly by SPIE cleaners.</li> </ul>	LOW
Ensure cleanliness of equipment is maintained	All staff	<ul style="list-style-type: none"> <li>• All shared equipment within the class bubble should be cleaned throughout the day and at the end of the day.</li> </ul>	LOW
<b>Risk: Safeguarding</b>			
Fire safety systems	Site Manager/ Headteacher	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• Fire alarm system and emergency lights are operational.</li> <li>• Arrange for a Fire Practice with social distancing in place (consider points to ensure a greater degree of separation). This took place 23/9/20.</li> </ul>	LOW
<b>Confirmed Case of Covid Procedures</b>			
		<ul style="list-style-type: none"> <li>• Anyone in a bubble with confirmed positive case should be sent home to isolate for <b>10 days</b> including school</li> </ul>	LOW

		<p>staff. They get tested only if they develop symptoms. If others from the bubble (or if they have had contact, which is having been close to someone who has tested positive for COVID -19 anytime from 2 days before the person was symptomatic- this is when they are infectious to others develop symptoms and test negative – they still continue to isolate for the rest of the 10 days.</p> <ul style="list-style-type: none"><li>• If others from the bubble develop symptoms and test negative – they still continue to isolate for the rest of the 10 days. If positive they isolate for 10 days from the start of the symptoms.</li><li>• Parents and family members of the bubble do not need to isolate. They get tested only if they develop symptoms.</li><li>• All cases must be reported to the local authority via <a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a></li><li>• Schools do not now need to report cases to the DfE helpline, but the line is still available where schools need additional support</li><li>• Primary and Secondary schools do not need to report multiple cases to PHE. The local authority will now liaise directly with PHE where necessary.</li><li>• If any staff member (permanent, supply, students) displays symptoms and tests positive then they must contact Sue Frith in order for the MDS form (Minimum data set for schools) to be completed.</li><li>• If staff feel they have COVID symptoms and are planning to go for a test then please do not come into school first. Please phone school.</li><li>• If you feel unwell then please follow sickness procedures.</li></ul>	
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		<ul style="list-style-type: none"> <li>• School lift to be used by authorised staff wearing rubber gloves to prevent contamination.</li> <li>• School deliveries to be stored and isolated for 72 hours (a dated sticker to be placed on the delivery) where possible, washing hands after the moving of the delivery. Staff receiving the delivery to wear gloves.</li> <li>• A COVID school First Aid risk assessment to be completed.</li> </ul>	LOW
<b>Remote Learning</b>			
Where a class, group or small number of children need to self-isolate or there is a lockdown requiring children to remain at home.		<ul style="list-style-type: none"> <li>• Links will be placed on our school website on each class page of our website to the Oak National Academy, <a href="https://www.thenational.academy/">https://www.thenational.academy/</a> which has been selected by the Government to provide online learning for children should it be needed for the next school year. For children with additional needs select specialist and follow their specialist curriculum.</li> <li>• Work sheets will be prepared using Oak National Academy for those children who do not have Internet access.</li> </ul>	
<b>Music</b>			
<p>There may be an additional risk of infection in environments where you are singing, chanting, playing wind instruments or shouting. (this even applies if individuals are at a distance)</p> <p>Additional guidance from UK Association for Music Education —Music Mark</p>		<ul style="list-style-type: none"> <li>• Singing and playing wind/brass instruments should not happen in large groups.</li> <li>• The DfE recommends that any music lessons take place outside wherever possible, limiting group sizes (no more than 15) and children are positioned back to back and side to side. Avoid sharing of instruments and ensure good ventilation.</li> <li>• All instruments present a risk of contact transmission. Instruments that are only used by one person should be cleaned as usual but with</li> </ul>	LOW

		<p>additional care. If instruments are used by more than one person (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period), meticulous cleaning is called for.</p> <ul style="list-style-type: none"> <li>• Primary school percussion trolleys may not be practical unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination.</li> <li>• Musical music lessons to be considered – body percussion, clapping, spoken verse rather than singing, electronic instruments e.g. Ipads, listening/analysing music,</li> </ul>	
Learning Outdoors/Managing PE			
<p>afPE Launch New Support Document – ‘COVID-19: Interpreting the Government Guidance in a PESSPA Context’ (21/5/20)</p>		<ul style="list-style-type: none"> <li>• Activities taking place in PE lessons and Physical activity sessions should be strictly non-contact and these conditions shared with the pupils.</li> <li>• Encourage outdoor PE and PA to support social distancing.</li> <li>• PE outside should be preferable to indoor PE.</li> <li>• You should ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery. This means team games involving contact are currently not possible.</li> <li>• PE equipment/Outdoor equipment should not be used unless staff ensure it is appropriately cleaned between use by groups of children. Multiple groups must not use equipment simultaneously.</li> <li>• School swimming will not be taking place this term.</li> <li>• Children will be encouraged to come into school wearing their PE kit. Pumps will be worn in the school hall rather than bare feet.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Schools are able to work with external coaches, clubs and organisations for curricular activities where we are satisfied that it is safe to do so.</li> <li>• There is an additional risk of infection in close proximity situations where children are shouting or conversing loudly. This particularly applies indoors and when face to face. If possible, children should therefore avoid shouting or raising their voices when facing each other during, before and after games.</li> <li>• Activities such as active miles, making break times and lessons active and encouraging active travel will help children to be physically active while encouraging physical distancing.</li> </ul>	
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**Review**

Due to the changing advice on Covid -19, this risk assessment of safe working procedures and protocols should be reviewed regularly, until such time it is deemed unnecessary.

- Post incident de-briefing will be carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence.

We will review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers
- Extended duty of care
- Stress
- Individual Pupil assessments

	<p><b>Once additional controls are implemented, what will the overall risk level be:</b></p> <p style="text-align: center;"><b>High                      Medium                      Low</b></p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature:</b></p>
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		<b>Date:</b>
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