

Overview

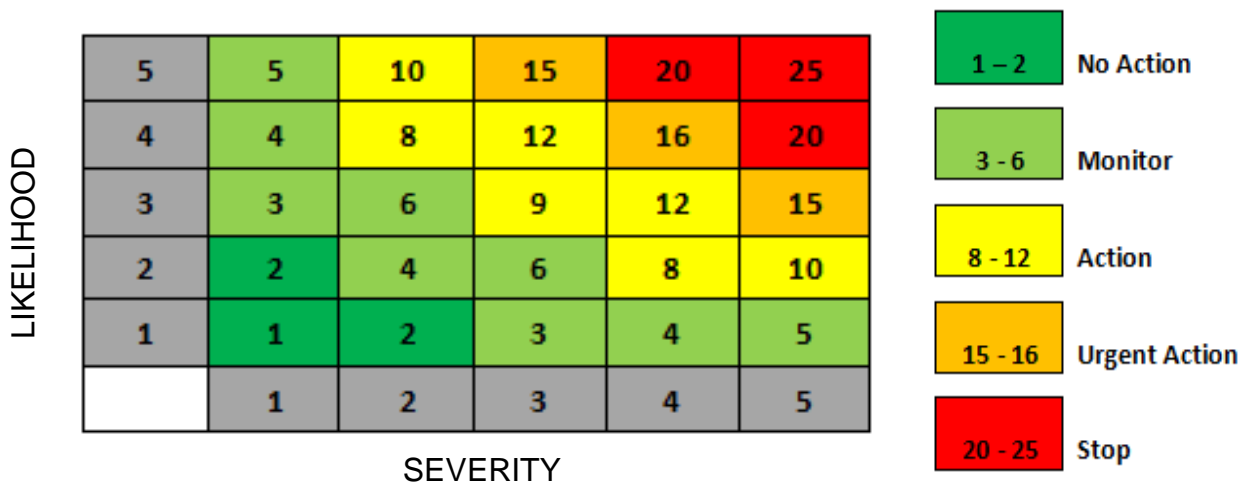
This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities. Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Education & Childcare Covid-19 Code of Practice](#) available on the hub Help and Support is available with the development of your risk assessment through the HROD-Safety@sunderland.gov.uk

Work Activity/ Hazard:	Schools Full Opening COVID-19 Task Based) Risk Assessment (v.2)	Directorate	East Herrington Primary Academy	Section:	Education & Childcare settings: Schools
Date of Assessment:	February 28th 2021 (initial 24 August 2020)	Date to be Reviewed:	March/ April 2021 (as guidelines change)		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
<p>Full School Opening: COVID-19 Spring Term 2021 (based on government guidance issued February 2021) Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p>									
<p>Spread of COVID-19</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise Contact – (avoid contact with anyone with symptoms or signs of infection)</p>	2	5	10	<p>Pupils will work within class groups for the majority of the time and with the same staff. Year groups will have playtimes and lunchtimes together in separate designated areas for each class (bad weather could mean keeping the children in their Year groups on the KS2 yard if we are struggling for space)</p> <p>Year 6 will have an extra teacher to support the children to catch up and so will work within year group bubbles. These groups will remain constant.</p> <p>Staff will work within consistent areas of the school as much as possible (however, staff may need to cover other year groups due to staff absence and other cover for lessons and outdoor duties to cover staffing / children ratios)</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned and ready for use by someone else if needed.</p> <p>Staff should work side by side or facing away from colleagues at 2m intervals. Do not hot desk or share stationary.</p>	1	5	5

		<p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.</p>				<p>Office staff to have a plastic shield between the desks.</p> <p>Telephones are to be used in designated areas and cleaned between each use. (if a member of staff uses someone else's phone it must be cleaned before and after use.)</p> <p>Parents will be reminded about attendance at school and informing school if a child displays symptoms. No one (staff or pupil) must attend school with a temperature, cough, loss of sense of smell or taste and must get a test to clarify. If someone in the child's family has Covid 19 - the household must isolate for 10 days. If someone tests positive - NH (or a member of SLT) will contact the health protection team. See parental handbook - People will be contacted to let them know if they must isolate. Letters will be sent to clarify this.</p> <p>Before going to work you must report to your manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> ● A high temperature ● A new continuous cough ● Loss of taste or smell <p>All staff to be advised that they must inform their team manager or Head if they or anyone in their household have been advised to self-isolate, before entering the workplace. This must be shared as the guidance to all staff.</p> <p>If displaying covid symptoms at school, the child could go to the isolation room located opposite the Y4 classroom and wait to be collected by a parent. The accessible toilet Y3/4 corridor toilet is available for them to use and they should exit</p>		
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		<p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>An Enhanced Cleaning Programme is in place with site cleaning teams and cleaning contractors. Documented and shared with relevant persons. Regular and</p>				<p>via the OOSC entrance. <i>Alternatively, an outdoor space can be used if the weather is fine and the child is well enough. At all times staff will need to be 2 metres away and if this cannot be adhered to they must use PPE.</i></p> <p>The room must be cleaned and left following decontamination of non-healthcare settings guidance .</p> <p>No staff member needs to isolate unless they have been identified as a contact after a positive test result.</p> <p>The cleaning company’s risk assessment states; <i>Clean full area with Household Detergent followed by Disinfectant. All cloths, Mops etc. double Bagged and left for 48 hours prior to disposal. The Individual who completes the clean to wash clothes as soon as they leave the site. PPE to be worn as a minimum: Disposable Gloves Disposable Aprons. School would also recommend a mask/ visor that is available from school.</i></p> <p>The symptomatic person will be advised to have a test carried out and when results are received HT must get in touch with the health protection team to seek advice.</p> <p>On return to school - staff will need to remind children on hygiene procedures. All children will sanitise hands upon entrance and exit to and from school and wash hands. Children should wash hands before and after lunch times and throughout the day. If hands can’t be washed, then use sanitiser. E.G. (if sneezed, they must wash their hands in the classroom etc. ‘Catch it, bin it, kill it’)</p>		
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		<p>increased cleaning –cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test & Trace.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open</p>				<p>All children must wash hands before and after eating in the hall - this must be monitored by a member of staff on duty at lunchtime. If children move to a different area of the school, they must sanitise their hands. “Cold water and warm water are equally effective at killing germs and viruses – as long as you use soap” https://www.unicef.org/coronavirus/everything-you-need-know-about-washing-your-hands-protect-against-coronavirus-covid-19 <i>If at other points in the day it is difficult for the full class to wash hands, then sanitising hands is sufficient as long as the above is adhered too.</i></p> <p>Lunchtime staff to encourage games in designated areas. Lunchtime staff to monitor their own bubbles during the playtime. When equipment is used it must be cleaned between use and staff must promote hand washing between use of equipment- Equipment should be assigned to groups for use, and government guidance followed when rotating usage between groups. If equipment isn’t washed - plastics need to be left 72 hours and all other equipment 48 hrs before it can be used. Children can rotate areas weekly to allow the children to have different play experiences.</p> <p>Catch coughs/sneezes in a tissue and wash your hands again (“Catch it, Bin it, Kill it”) All bins used need to have a lid on and bins need to be emptied throughout the day. (Cleaners will do this at lunchtimes)</p> <p>Cleaning to take place after the arrival of all children - all door handles and both halls after the breakfast club must be cleaned.</p>		
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		<p>manually. Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care to sick child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p>				<p>Mats to be used in breakfast club (easier to clean)</p> <p>Cleaning at 11:30 - 1:30 - toilets and class tables. (1 hr contract cleaning company and 1 hr school cleaning.)</p> <p>Deeper clean on an evening by all cleaners.</p> <p>EYFS to clean any furnishings that are to be used regularly.</p> <p>Cleaners to follow the Risk assessment laid out by the cleaning company https://docs.google.com/document/d/1wHV5UJbTcA-XKRCMIYiyCit3h2ymm4/edit</p> <p>COSHH certificates to be kept by caretaker and share information with the Head of school and Cleaner in charge. Records to be kept centrally in the office.</p> <p>Encourage water and soap regularly in classes with hand gel where time/ space does not allow this. (Warm/ cold water and soap can be used effectively to wash hands - it is the 20 seconds and soap that are most important.)</p> <p>All adults sign into the system on entry and exit of school. Visitors must hand sanitise before using the screen and wipe the screen after use. - regular staff to use fobs.</p> <p>Track and trace will be used and a recording system for visitors - shredded after 28 days.</p> <p>Toilet doors to be wedged open and doors around school that are not fire doors to be wedged open for free flowing ventilation</p>		
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					<p>All classrooms/ rooms to be ventilated - as much air flow as possible. During the winter/ colder months windows should be opened higher up in classrooms and should be fully ventilated more when people are out of the room e.g.: playtime and lunchtime. This is the staff's responsibility to do this. KR to be aware of the windows - open some in the morning and check at night. As the winter months progress - we must regularly open and shut windows to provide ventilation. All staff need to be responsible for this.</p> <p>Room opposite Y4 classroom - isolation room Staff to be vigilant on entrance to school - check children seem well.</p> <p>Parents must be telephoned and the child must be kept in the room or suitable outdoor space if appropriate</p> <p>Disabled toilet in Y3/4 corridor to be used if needed.</p> <p>Adults keep 2 metres away at all times and wear PPE if needed (if can't keep the 2 metres distance)</p> <p>The child may be able to be in the room alone with an adult supervising at the door at all times. PPE is held in First Aid Boxes in year groups, outside the isolation rooms and in the dinner hall and will be available for specific purposes, namely dealing with children suspected of COVID-19 symptoms, dealing with bodily fluids and administering first aid and in cases where a risk assessment has identified the need to wear PPE e.g. linked to an EHCP or changing children in EYFS.</p> <p>Poster guidance on donning and doffing PPE provided will be in first aid boxes outside</p>		
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					<p>isolation rooms, as well as inside isolation rooms.</p> <ul style="list-style-type: none">• Putting on PPE for non-aerosol generating procedures• Taking off PPE for non-aerosol generating procedures <p>Removal of tunic style PPE aprons -DO NOT take them off over your head. To remove cut/tear down the back. Bring the back around and remove your arms and fold the back over the front so that it covers any contamination that may be on the front - do not touch the front of the apron. Double bag to dispose of apron</p> <p>If the room is used a sign must be put on the door to show it is out of use until it has been cleaned.</p> <p>The room will need to be cleaned properly by a cleaner or member of staff. It must be cleaned with: Household Detergent followed by Disinfectant. All cloths, Mops etc. double Bagged and left for 48 hours prior to disposal. The Individual who completes the clean to wash clothes as soon as they leave the site.</p> <p>PPE worn at the minimum would be Disposable Gloves and Disposable Aprons.</p> <p><i>School would also recommend a visor and mask available from school.</i></p> <p>Packed lunches and snacks can now be brought in containers and kept in children's own lockers.</p> <p>Book bags are brought on a specified day and returned home after a specified day. If children's work is to go home (EYFS) the work should be left for 48 hrs before it goes home.</p>		
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Vulnerable Workers	Employees, Children/learners, contractors, visitors Public members etc. Contracting Covid	Identify all CEV And extremely vulnerable workers and Carry out a specific RA to determine suitable and safe working arrangements Follow guidance for Pregnant workers Refer to current Government guidance to your OHT for additional advice.	4	5	20	Follow shielding guidance and letters from NHS CEV staff as identified by the NHS are working from home until notified otherwise. Liaise with staff about vaccinations and their return to work. Other staff who are at higher risk - Reduce contact with people/ children of staff in school Advice to strictly follow all the guidelines laid out in this RA. Seek advice from OHT to ensure extremely vulnerable and clinically vulnerable staff are protected. RA will be written and shared when necessary.	2	5	10
Infections or Positive testing in school.	Employees, Children, visitors, Contractors, Family members, Members of the Public. Contracting Covid 19	Detail school's arrangements in Response to any +ve tests or infection E.g. distribution of LFT tests and PCR Kits. Follow the NHS Test and Trace process.	3	4	12	All school staff have been offered and signed up to school testing using LFT. See separate risk assessment for LFT Lateral Flow Test RA East Herrington- 21.01.2021.docx Staff test twice weekly and report results to gov. website and admin officer. All staff know to inform NH if there is a positive result. Visiting tutors will test before they come into school. Staff will then book a PCR test to confirm results. NH / SLT will track and trace all staff/ children who have been in close contact and they will be informed to isolate for 10 days. NH/ SLT will inform Sunderland Public Health who will check all decisions that have been made. Tests will be administered via the glass hatch in the office and signed for.	3	2	6

						NH will inform the admin team when new tests need ordering for staff.			
Inadequate Ventilation.	Employees, Children, visitors, Contractors, Family members, Members of the Public. Contracting Covid 19	Good ventilation is extremely important to reduce transmission of The virus. When the school building is occupied it is important to ensure It is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while maintaining a comfortable Temperature. Check any mechanical ventilation. Check natural ventilation and think about using doors where safe to do so.	3	4	12	Staff in designated areas to be responsible for ventilation. When cold, keep windows slightly open when children are in classes and fully ventilate (open windows wider) when children leave the classroom for playtime and lunchtime. Outside doors at different times will also be left open to help ventilate the areas. Outside doors will be open for 20 minutes at the beginning of the day, 15 minutes for playtimes and 30 mins/ 1 hour for lunch times. They may also be open at afternoon playtimes for 15 minutes and 20 minutes after school at collection times. Classrooms with doors in should use these doors to ventilate classrooms. Y3/4 and Y5/6 corridors will need to open windows in hub areas - KR will need to assist with this if windows are up high. Children can wear extra layers under their school uniform if there is a cold period and hoodies can be worn over the top if the children are cold. Once we move to the summer hoodies must only be worn on PE days. Heating will be monitored by KR and ensure that we are comfortable in school. Hall spaces will need to use opened doors in OOSC.			

						PE and singing will need to use open and well ventilated spaces see separate RA			
Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Minimise and reduce contacts as much as possible. Pupils are allocated into agreed and fixed groups/bubbles. Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school (Section 3: Curriculum, behaviour & Pastoral support)	3	5	15	Children have their own pens/ pencils etc. and staff to have their own equipment. Classroom based resources, such as books and games/ maths equipment, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Y6 will mix between 3 teachers and 3 groups - these groups will remain consistent. They will remain as a year group consistently and within the same set groups. Y1 - 5 will remain in classes for all lessons Year groups in the hall - separated at the front and back of the hall in their classes if used. Some children will work in small groups across the year group to ensure that their needs are met or the curriculum is fully met. This must be discussed with the parents so parents know what groups their children are in. Some music groups/ after school club mix classes but parents have been informed about this and this is always in the same year group. In class children will sit next to each other at their desks (Children will sit in tables in year 1 and there will be a mix of tables and rows in Y2. From Y3 children will sit in rows facing the front) and when they line up will leave as much room as possible between them in the space we have provided - when dismissing a class do so from tables to avoid lining up where possible.	1	5	5
		Staff, where possible, are to maintain social distancing of 2m or 1 m plus with							

		<p>additional suitable controls from pupils, other members of staff, visitors.</p> <p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p> <p>Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p>				<p>Signage to remind people of social distancing around the building.</p> <p>Play times and lunchtimes breaks will be kept to year groups and kept as separate as possible. Each Year group has designated time and space for play and lunch times. Staff will work in their designated areas and with consistent groups where possible.</p> <p>EYFS are to be kept in year groups - shared areas and staffing make it impossible to keep classes separate. Keep in classrooms as much as possible for activities that can be led in this way.</p> <p>Music lessons - will still go ahead and stay in the small group -they will take place in the music room - teachers will stay near piano and board and pupils will be at the other side of the room - all children will be at least 3 metres away from the teacher apart from harp lessons. See separate risk assessments for music lessons</p> <p>OOSC - EYFS and KS1 in KS1 hall KS2 - KS2 hall - see separate risk assessment Staggered times for entry to school/ exit of school and lunch and playtimes.</p> <p>PPA to be taken by regular staff and all staff carrying this out will only work across 2 year groups at the most.</p> <p>Staff to keep a safe distance away from children where possible. Staff to create enough space in classes at the front of the class - children to understand that they must keep to their spaces as much as</p>			
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					<p>possible with regard to the children's understanding.</p> <p>Staff can move around the classroom but should not spend too long with each individual child and will need to maintain a distance. This will be more difficult with smaller children. Staff need to ensure the 3 main contacts from the PHE list are not broken where this is possible.</p> <p>'Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.'</p> <p>Staff to sign in and out on the entry system. Give staff a keyboard covers to use if they travel around classrooms - these are available from Nicola. If using a piano - this must also be cleaned before and after use. Separate risk assessment will be provided for visiting music tutors.</p> <p>Visors will be available for staff at certain times and all staff have their own visor they can use as and when they need to.</p> <p>If an unavoidable contractor comes into school, then a face mask should be worn. Alongside all other standard hygiene measures - track and trace as above.</p>			
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					<p>Please see above for wearing PPE.</p> <p>Male staff toilets are all in use as these are individual toilets. Female toilets to have 1 member of staff at a time in the toilet and handwashing.</p> <p>Children's toilets back in use and regularly cleaned - deeper clean at lunchtime and evening.</p> <p>Lunch for staff - staff need to think very carefully about the 3 main contact rules: Face to face conversation within a metre Within a metre for 1minute or more Within 2m for 15 minutes or more.</p> <p>The staffroom can have <u>4</u> people in for a shorter period of time. Windows need to be opened in the PPA room to allow ventilation.</p> <p>The meeting room can be used for <u>2</u> people with the door open.</p> <p>The Beehive can be used for <u>4</u> people with a door open.</p> <p>The Y2 conservatory can be used for <u>3</u> people but the fire exit door must be open.</p> <p>The ICT room can be used if the door is kept open and only 4 members of staff - must be spread out and must be cleaned after use ready for afternoon lessons - see new timetable.</p> <p>If the weather is nice staff can sit outside near the Music room.</p> <p>Classrooms can be used with people from your year group etc.</p>			
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<p>Contact within and between groups</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.</p> <p>Social Distancing should be applied within Groups/bubbles where possible –</p> <p>Each Group is to avoid contact with other people and other groups.</p> <p>Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible</p> <p>Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>As above: Year 1 - 5 to be kept as a class at all times. Nursery to be kept together. Reception in classes but will mix in the continuous provision as this is a major part of the children’s development. Year 6 in 3 teaching groups to allow catch up of the Primary curriculum prior to secondary education. (more space in these classes so some social distancing can take place) Consistent groups will be in place.</p> <p>Some children will work in small groups across the year group to ensure that their needs are met or the curriculum is fully met. This must be discussed with the parents so parents know what groups their children are in. This will be for intervention purposes and catch up work due to school closures.</p> <p>Most assemblies to be on google meet in classrooms - we will monitor this and change this as guidance is changed. 1 year group can come into the hall space in 2 separate bubbles.</p> <p>If walking around the school, please keep to the left.</p> <p>Lunchtime is per year group, in the hall and kept in their classes. Children will sit with a space opposite and next to them. Reception, Y1 and Y2 children will sit at the tables and be given their food. Y3 - 6 will go to the hatch as they enter the hall.</p> <p>Cutlery will be placed on trays. Lunch trays will be collected quickly onto a trolley and then cleaned so no queuing.</p>	<p>2</p>	<p>3</p>	<p>6</p>
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		Behavioural / Educational Challenges - Smaller groups to be allocated for educational or behavioural challenges				<p>Lunchtime staff allocated to areas and children. Support staff to stay with year groups primarily as long as staffing allows.</p> <p>PPA cover allocated across areas.</p> <p>EYFS and KS1 all internally covered in their own bubbles.</p> <p>SS to take Y3/4</p> <p>LF to take Y5/6</p> <p>PE teaching by visiting staff to be with the same groups. Try to do all the training outside and a new PE kit should support this.</p> <p>PE coach to be 2 metres plus away from the children - incorporate this into the room set up.</p> <p>Intervention and catch up will be taken by staff within the designated year groups with consistent staff members.</p> <p>Behaviour policy will be followed.</p> <p>Children cannot be sent into other classrooms - if children need time out they can be sent to allocated hub areas. This must be supervised by an appropriate adult.</p> <p>Phase leaders and senior staff can support staff as long as social distancing is in place.</p>			
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<p>Contact due to layout or available space</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Groups should limit sharing of spaces, rooms as much as possible</p> <p>All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary (</p> <p>Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>All tables to be arranged facing forward in the space we have provided. This needs to remain in place from Y1 - Y6. (Y1 can be in tables and Y2 classes need to be a mixture of tables and rows depending on the children's needs) as the children are squashed if in rows in our classroom layout and staff do not have the space to get around the children and keep a safe distance.)</p> <p>Space between tables if possible.</p> <p>Groupings to be considered.</p> <p>Lunchtime hall space is allocated - children to be allocated the same seating arrangement. This will make lunch time quicker and more efficient.</p> <p>Outdoor space to be allocated - drawn on a school map and included in timings of the day. Outdoor space to be staffed accordingly and staff and children in bubbles to maintain all social distancing rules.</p> <p>If the field is out of action, we have limited space - allocated time slots for different classes and bubbles.</p> <p>Computer room will have a dedicated timetable - this will then need cleaning after use ready for the next class and a deeper clean at the end of the day.</p> <p>Laptops to be allocated to areas.</p> <p>Year groups to designate laptops accordingly with regular cleaning with antibacterial wipes.</p> <p>Staggered times for entrance and exit for each year group.</p> <p>Different playtimes/ lunchtimes will mean that only 1-year group in an area will move around.</p>	<p>3</p>	<p>2</p>	<p>6</p>
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						<p>Meeting room will be used for counselling / meetings and intervention groups - the door will need to be left open.</p> <p>Unnecessary furniture in classrooms to be kept against walls/ or together to create space - if being used for storage then they need to stay in classrooms.</p> <p>Staff PPA timetable limits staff in staffroom. Only 1 yr gp to be in the staff room at a time - if working in the PPA section - only 2 people in this section - window to be opened. EYFS to use the Beehive room/ hubs can be used</p> <p>Office - screen across the two desks SW DW KR NH SC SM and LN to be allowed in the office but only three people in at any 1 time.</p> <p>Other staff to email/ phone or stand at the door.</p> <p>Lunchtime - see above</p> <p>Classrooms can be used with staff from your own area.</p> <p>Move around the school by keeping to the left.</p> <p>People can pass in corridors but must move on quickly.</p>			
Activities encouraging Spread	Employees, children/learners, contractors, visitors, members of the public, family members	School Assembly to be held with only 1 Group present Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments,	4	4	16	<p>Most assemblies will be Google meet. This can be accessed on the board in the classroom and sound via your chrome book- so as a teacher you are logged in twice. Proper singing cannot be done in a classroom - they are not big enough spaces. Singing can take place in the school hall or outside - children can hum in classrooms along to</p>	2	3	6

	<p>Contracting Coronavirus</p>	<p>PE/close contact sports/swimming, food technology, etc.</p> <p>Performing arts - Working safely during coronavirus (COVID-19) - Guidance</p> <p>Review of wider school Risk Assessments must be carried out to demonstrate consideration of covid-19 risk profiles and suitability of activities. Identify activities which are to be prohibited, restricted or delivery methods amended to a safer alternative.</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and</p>				<p>assembly songs and sing very quietly as long as rooms are ventilated.</p> <p>R/ Y1 can be in the hall as a year group and all other children as a class from Y2 upwards - this is due to space and the volume that they sing. Singing must be quiet - no loud singing - encourage humming / tuning and quiet singing. Children can be back to back or side by side with 2 m distance.</p> <p>Room must be ventilated for 30 minutes before use by another group.</p> <p>Curriculum music can go ahead - if instruments are used - they will need cleaning before and after use.</p> <p>Chalumeau clarinets will start in Y5 - instruments point downwards - can be completed outside</p> <p>Swimming guidance - seek advice from Farringdon Community Academy. Was due to start in January - secondary schools are temporarily closed so this will be reviewed.</p> <p>PE - outside where possible</p> <p>Computer room -see ICT timetable - and above notes.</p> <p>Chrome books to be used by Y6 only.</p> <p>Laptops to be sorted out in Year groups - give children an allocated number - regularly charged and cleaned.</p> <p>There will be a suite of risk assessments attached to this document:</p> <ul style="list-style-type: none"> ● Office ● Premises ● Music ● PPA including sport ● OOSC ● Catering ● First aid 		
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		<p>equipment, hygiene practice, supervision, etc. (</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>				<ul style="list-style-type: none"> • EHCP children • Children with specific needs • Social distancing statement policy • Classes to devise their own for display <p>OOSC risk assessment completed and shared with staff https://docs.google.com/document/d/1aKtlvh89Baklz0ROEEEn1YDUHzbG3lbQN/edit</p> <p>Mr Football (Sports coach) will take EYFS / Y2 and Year 5 - this will be as outside as possible or inside - see risk assessment for PPA</p> <p>ARJ / James (Sports Coach) - will take Y3 and Y4 PE and this will be outside - children must wear new outdoor PE kit. - see risk assessment for PPA</p>			
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>There is to be no educational visits at this time.</p> <p>This will be reviewed.</p>	2	5	10	<p>Trips - have all been cancelled.</p> <p>Visitors can come into school - these will need to be risk assessed by NH.</p> <p>They will need their own risk assessment and will need to be part of the lateral flow testing we provide in school.</p> <p>The visitor must not come into any contact with anyone in school. They must keep the 2m rule and avoid any contact of shared resources.</p>	1	5	5
Early Years & Primary aged children – lack of understanding	<p>Employees, children/learners, contractors, visitors, members of the</p>	<p>Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.</p>	2	5	10	<p>Appropriate staffing ratios in place.</p> <p>Toilets to be cleaned at lunchtimes</p> <p>Tables and surfaces to be cleaned</p> <p>Staff to be assigned to rooms and areas</p> <p>Equipment to be regularly cleaned</p>	2	3	6

	<p>public, family members</p> <p>Contracting Coronavirus</p>	<p>Monitor use of toilets – avoid overcrowding</p> <p>Promote & display hygiene information/posters/signs which are suitable for the age group e.g. e-bug Information & posters about Coronavirus</p>			<p>Dressing up clothes to be washed daily</p> <p>No soft toys to be used.</p> <p>Carpets/ pillows only if essential and regularly cleaned.</p> <p>Reduced equipment in areas so it is easier to clean.</p> <p>Singing can now take place - encourage - quiet singing and ventilate room after singing.</p> <p>Regular washing of hands led by staff.</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p>		
<p>Messy Play</p> <p>Spread of infection.</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Settings which provide malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning must consider & detail specific arrangements considering below;</p> <p>Materials can be handled by a consistent group of children and that no one else outside this group can come into contact with it.</p> <p>Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer’s instructions, where applicable.</p> <p>Children wash their hands thoroughly before and after messy play</p> <p>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned</p>			<p>Shared equipment will be cleaned daily.</p> <p>Sand will be changed in accordance to guidelines.</p> <p>Children in nursery/ reception can use the water, sand, playdough and mud but no children from other year groups can use this area.</p> <p>Children must wash their hands before playing in the sand pit and after they have played in the sandpit - this should be monitored by staff.</p> <p>If the children are using the digging area - spades etc. will need regular cleaning.</p>		

		and dried before they are used by a different group.							
Expired First Aid certification	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>inadequate care for injuries occurring on site</p>	<p>Where Paediatric First Aid PFA certificate re-qualification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related Government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates which expired on or after 1 October 2020 and includes paediatric first aiders in provision registered on the General Childcare Register and all early years provision.</p> <p>First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability.</p> <p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and</p>	2	5	10	<p>We have sufficient First aiders on site. 12 first aiders at work holding the certificate and 7 paediatric first aiders - with another member of staff training in March.</p> <p>We need to have someone from OOSC to do the Paediatric first aid course and 1 member of staff to do the FAW course.</p> <p>This will all be booked in for the summer term.</p>	1	5	5

		<p>demonstrate what steps have taken to access the training.</p> <p>Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p> <p>Consider eLearning or Virtual refresher training in the interim period</p> <p>https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>							
Contact due to personal / intimate care	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p> <p>If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance</p>	3	5	15	<p>If a child feels unwell and displays covid symptoms.</p> <p>Parents must be telephoned and the child must be kept in the isolation room or suitable outdoor space,</p> <p>Accessible toilet in Y3/4 corridor to be used if needed.</p> <p>Adults keep 2 metres away at all times and wear PPE if needed (if can't keep the 2 metres distance)</p> <p>The child may be able to be in the room alone with an adult supervising at the door at all times. PPE is held in First Aid Boxes in year groups, outside the isolation rooms and in the dinner hall and will be available for specific purposes, namely dealing with children suspected of COVID-19 symptoms, dealing with bodily fluids and administering first aid and in cases where a risk assessment has identified the need to wear PPE e.g. linked to an EHCP or changing children in EYFS.</p>	2	5	10

						<p>Poster guidance on donning and doffing PPE provided will be in first aid boxes outside isolation rooms, as well as inside isolation rooms.</p> <ul style="list-style-type: none"> • Putting on PPE for non-aerosol generating procedures • Taking off PPE for non-aerosol generating procedures <p>Removal of tunic style PPE aprons - DO NOT take them off over your head. To remove cut/tear down the back. Bring the back around and remove your arms and fold the back over the front so that it covers any contamination that may be on the front - do not touch the front of the apron. Double bag to dispose of apron</p>			
Transit in and around school premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits a</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products</p>	3	5	15	<p>Timetables have been implemented to avoid contact between groups.</p> <p>Staff will devise their timetable for their class/ year group and send it to the Head. New timetables in January to be updated with intervention timetables to be submitted and to keep consistent groups.</p> <p>All timetables have avoided year groups in the same corridors to move at different times.</p> <p>Staggered entrance and exit times for the school day.</p> <p>Teachers to meet and direct year groups into and out of school.</p> <p>Children with siblings come to school at the earlier time and then to be picked up at the later time to allow all children to access their school hours. Staff to be on duty in areas ready for</p>	1	5	

		<p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place</p> <p>* Minimise adult to adult contact and avoid gatherings at entrance points (detail how this is arranged in your school e.g. staggered drop off /pick up times – 1 parent/guardian only to drop off/pick up)</p> <p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>*Consider remote education to reduce time of premises where circumstances dictate</p> <p>*Consider flexible working/working from home where the job role allows e.g. some admin functions.</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p> <p>Staff to make use of radios to communicate when groups are on the move around the premises, follow planned timetables to work together to minimise contact where possible</p>			<p>children who will be early and keep those who will need to wait until a later time.</p> <p>Staff should wear face coverings in the hall if helping for lunchtime.</p> <p>All staff must wear face coverings when not in their designated work area - e.g.: when working in the reprographics room/ when observing other lessons etc.</p> <p>All the above is detailed earlier in the risk assessment.</p> <p>Normal cleaning contracted hours plus school cleaner.</p> <p>Cleaning company extra 1 hr contract over lunchtime.</p> <p>Negotiated different timings from 7- 8 to 9-10 instead and 45 mins during lunchtime to support the 1 hr cleaning contract.</p> <p>Cleaning caddies to be kept in classes and general cleaning of door handles / taps/ frequently touched surfaces. Own equipment - computer etc.</p> <p>All cleaning products in caddy to have COSHH certificates - kept in the office - SW, KR, KP to be informed with these and NH to oversee this.</p> <p>Toilets will be kept in areas as much as possible and whilst in class areas will be: N - own toilets R - own toilets - try to keep to 3 for HA class and 3 for RA class Y1 and Y2 toilets to be used normally - cleaned at 9:50 and lunch</p>		
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					<p>Y3/4 normal toilets - to be cleaned morning and lunch</p> <p>Y5/6 toilets to be cleaned in the morning and lunch.</p> <p>There may be times when a child must use another toilet in another area.</p> <p>Only 1 parent/ adult to bring children to school. This must be shared with parents again. Some 1-way system in place but staggered times will allow both entrances to be used as gathering outside the premises would be dangerous and very close if we used a 1-way system.</p> <p>Parents switch to class dojo systems as means of communication all in 1 place - staff and SW to chase this up.</p> <p>Parents MUST not speak at <u>doorways</u> to staff.</p> <p>Parents allowed in the school building by appointment only and when absolutely necessary.</p> <p>Staff can talk with parents outside if there are not many people in the yard and adequate social distancing is in place.</p> <p>Separate risk assessments will be completed for some staff and advice from OH.</p> <p>When walking around the corridors all to keep to the left.</p> <p>Office staff to email staff or phone designated areas for messages.</p> <p>Children to be brought to the office if needed by staff from their area.</p>			
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						Parents will be advised about the need to not be late and that the office is only open for essential business - however - if a child is late and a member of staff can't come and collect from the year group - office staff can walk with the child keeping the 2 m distance.			
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Remove soft toys and furnishing or items difficult to clean from classroom Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff. Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil	4	5		No soft toys to be used and soft furnishings which can't be easily washed to be out of use until further notice - EYFS to regularly wash all resources. Children will remain at desks most of the time and not allowed movement around the room. Maths equipment/ resources can be freely used in each class. Cleaned after use. PE equipment needs to be cleaned between groups. Year groups can select their equipment and store in hubs and areas. Outdoor play equipment needs to be cleaned between groups - a bubble can have its own equipment resources can be used rotated from a Friday lunchtime to Monday lunchtime. Teaching staff to be responsible for cleaning shared equipment after use. Science equipment may need to be used and then left after use rather than cleaning - year groups and science lead to negotiate this. Children have their own pencil cases. Children in EYFS share stationary but this should not be used by any other children. Staff have their own stationary.	2	4	8

		<p>education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationary and mobile phones.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>Books can be marked - marking policy will be reviewed and staff must use the new guidelines / feed forward sheets /stampers - staff must use good hand hygiene principles.</p> <p>Reading books to be sorted weekly or twice weekly with individual year groups.</p> <p>Continue homework on google classroom for all year groups from Y1 - Y6.</p> <p>Limited equipment in school - to be kept in individual lockers.</p>			
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p>Dedicated school Transport, including Statutory provision;</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>t</p>	2	5	10	<p>Children are brought to school by parents or an adult in the majority of cases and very few travel on public transport.</p> <p>Will put reminders in parent's advice about wearing face coverings and adhering to social distancing and good hygiene. - keep updating. face masks as Government guidance changes.</p>	1	5	

<p>Contamination of outdoor play equipment</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups.</p> <p>Multiple groups must not use outdoor play equipment simultaneously.</p>	<p>3</p>	<p>5</p>	<p></p>	<p>Allocated play equipment for each class/ area</p> <p>Children will either have their own equipment for a week or they will move areas.</p> <p>The weekend will allow the resources to have the time before another group can use the equipment.</p> <p>PE equipment cannot be shared between classes unless it has been cleaned thoroughly between uses.</p> <p>OOSC - must not share resources between groups - these must be rotated by groups - either cleaned in between or left for 72 hours</p>	<p>1</p>	<p>5</p>	<p></p>
<p>Lack of communication</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs.</p> <p>Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc.),</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with the cleaning team and contractors in preparation for opening – clear procedures are in place.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Only a few members of staff travel on public transport - they must wear masks - address in risk assessment meetings.</p> <p>Staff to check which children travel on public transport and reinforce the hygiene rules.</p> <p>Plan of entrance and exit to be communicated again on a letter via class dojo</p> <p>All staff to be informed of risk assessment: Cleaners Office Visiting tutors Social workers</p> <p>Meeting with the cleaning team wk. beg 1.3.21 to discuss procedures</p> <p>Regular updates - use google hangout if need to.</p>	<p>1</p>	<p>5</p>	<p>5</p>

<p>Poor mental wellbeing of staff and Pupils</p>	<p>Staff, Pupils, Parent & family members</p> <p>Stress, anxiety, panic, depression</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>	<p>4</p>	<p>4</p>	<p>=</p>	<p>Talk through risk assessments with all staff - staff google meet - wk beginning 1.3.21</p> <p>Specific risk assessment for individuals SLT to work with families who are struggling to attend. Office staff to keep all staff updated about communication.</p> <p>Covid 19 folder - register to see cases of isolation and testing.</p> <p>Remind parents about covid secure rules and expectations as laid out in staff handbook- clear guidance - available on school website.</p> <p>Staff meetings cut to a minimal for all staff.</p> <p>Wellbeing updates and sharing information</p> <p>Regular updates and newsletters for all parents.</p> <p>Marking policy to be reviewed Spring term</p> <p>Behaviour policy to be adhered to with slight Covid amendments.</p>	<p>2</p>	<p>3</p>	<p>6</p>
<p>Outbreaks and lack of Emergency Planning</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Record all details on CPOMS</p> <p>To report a positive case of covid-19 in your school, please contact the DfE Coronavirus Helpline on 0800 046 8687. The line will be open Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm. The most up to date guidance about reporting coronavirus cases can also be found at www.gov.uk/coronavirus/education-and-childcare</p>	<p>1</p>	<p>5</p>	<p>5</p>

		<p>case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>				<p>To report a suspected or confirmed case of covid-19 in your school, please email covidenquiry@sunderland.gov.uk, giving a brief summary of the situation in your school and providing contact details (including a mobile number if possible) or call the Customer Service Network on 0191 520 5527 (available Monday to Friday from 8.30am to 5pm).</p> <p>simon.marshall@togetherforchildren.org.uk or on 07795 224 308.</p> <p>Lorraine Hughes: 07785578090</p> <p>Track and trace for visitor records kept for 28 days and then shredded.</p> <p>Fire training to be done as a class upon the return to school- quickly evacuate the building and go to fire point. Record on central sheet.</p> <p>If a child has to isolate - the work will be uploaded to google classroom and will be the same work that the children are completing in school. See contingency plan and remote learning plan. Contingency Plan for website Remote learning January 2021.docx</p> <p>If a class has to isolate the children will be taught live by the teacher to support the children working at home.</p>		
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Dining & Catering	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	3	5	15	<p>Year group at a time in allocated time slot. Staffed appropriately.</p> <p>Nursery in garden room</p> <p>R - Y6 - classes to record which dinner the children want - then collect their tray from the hatch - no waiting or choosing - R- Y2 sit down at tables and staff deliver their dinner.</p> <p>Cutlery on tray/ table to be decided by staff and age group.</p> <p>Trolley in the hall for trays to be put on quickly so no queue.</p> <p>Alternate seats - stickered or not stickered</p> <p>Clean spaces in between sittings</p> <p>R / Y1 and Y2 by the corridor</p> <p>Y3/4 in and out of their door</p> <p>Y5/6 in and out of their door.</p> <p>Designated areas on the playground and time in class to wash hands and be prepared for lessons.</p>	1	5	5
Wraparound care	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Permitted to resume before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil’s wider education and training. plus for vulnerable children.</p> <p>During wraparound care sessions try to keep children in the same bubble they are in during the school day, as far as possible. You must also work with external providers to adopt this approach.</p> <p>If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations are</p>	3	5	15	<p>Children will be kept in areas within larger spaces.</p> <p>EYFS and KS1 will be in The lower hall.</p> <p>KS2 will be in the upper hall.</p> <p>Food will be served in each area - children will have food served a group at a time.</p> <p>All equipment/ and personal equipment will be kept in each area.</p> <p>Mats will be used in KS1 and EYFS for children to play on - these can be cleaned before and after use.</p> <p>Activities will be table top for KS2</p>	2	5	10

		<p>working to relevant government guidance for their sector & have in place protective measures (request a risk assessment & monitor)</p> <p>Extracurricular provision e.g. Wraparound care; breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your school’s arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provided a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>				<p>Interactive play will be allowed for EYFS and KS1 within their bubbles.</p> <p>OOSC EHPA Covid-19 Risk Assessment.docx</p> <p>As the weather changes - OOSC will utilise the outdoor area ensuring groups are kept together and no crossing over of year groups in games.</p> <p>Think about choice of activities</p> <ul style="list-style-type: none"> ● Den building ● Digging ● Tyres ● Small world play ● Water play ● Ball games within year groups 		
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Fire	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Inhalation of fire/smoke, burns, fatality</p> <p>Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</p> <p>Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made)</p>	3	5	15	<p>Staff to carry out their own fire drills each half term in class</p> <p>Record on sheet to say they have completed this with children</p> <p>Continue weekly testing of fire alarm - check they sound in each part of the building</p> <p>KR to carry out all checks</p> <p>Health and safety walks in place with CC and KR</p>	2	5	10
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Poor housekeeping & building maintenance	Employees, children/learners, contractors, visitors, members of the public, family members	Bruises, fractures, fatal injuries All regular and periodic building checks to make the school safe must be in place. Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action. For example, trailing cables due to changed layouts, legionella checks due to reduced use or occupancy of specific areas within the school building.				Staff to report hazards to KR immediately Staff to write jobs in KR's book for matters to be dealt with. Staff to be responsible for hazards in their own area - remove anything that is dangerous or ask for immediate support from KR to do so. KR to record all checks as normal and within the same timescales.			
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To be completed by the Individual undertaking the risk assessment:

Name: Nicola Hair **Job Title:** Head of School
Signature: *Nicola Hair* **Date:** 28.02.2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Sue Bell **Job Title:** CEO
Signature: *Sue Bell* **Date:** 02.03.2021