



Risk Assessment

March 2021

St. Augustine of Canterbury Catholic Primary School

COVID-19 Risk Assessment

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to our school and specific education setting. There are some specific issues that are addressed in the risk assessment but for clarity please read the Government advice to schools.

Following the announcement on the 22nd February, schools will re-open for all children on Monday 8th March.

Public health advice to minimise coronavirus (COVID-19) risks:

A requirement that people stay at home if they:

- are ill with virus symptoms
- have tested positive, even if asymptomatic
- have been advised by NHS Test and Trace to do so
- are household members of a positive case, even if that case is asymptomatic
- are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks

- staff maintaining distance from pupils and other staff as much as possible

The system of controls: Protective Measures

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Always keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

- 10) Engage with the NHS Test and Trace process.
- 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Coronavirus (COVID-19): Risk Assessment 2021

Subject of Assessment	8 th March 2021 Re-opening for all children				
Assessed by	Louise Prestidge	Date	23 rd February 2021	Review date	Last updated: 23/02/21 When necessary in line with changes and DfE updates
Details of workplace/activity	Children and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Children, Employees, Families, Contractors and Visitors.	

Related documents
First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy (including addendum), KCSIE 2020, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Lone working policy and Behaviour policy (including addendum), Chartwell Kitchen Risk Assessment.

	Hazards and Risks	Control Measures
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.</p>	<ul style="list-style-type: none"> • Children in class bubbles and do not mix with other class bubbles whilst in school (exception is Breakfast and After School Clubs). • Promote and engage in asymptomatic testing for staff; Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • The school has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); (Parentmail DfE guidance) • Follow DfE guidance for those who are extremely critically vulnerable and critically vulnerable. • Parents and staff instructed that children and adults do not attend if they or a member of their household has symptoms of coronavirus • Parents receive guidance on school times for their child and principles set out for attending the school i.e. should remain 2m apart from others, follow staff members instruction and should not congregate outside the school; (Parentmail) • Parents of SEN children or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures via virtual meetings and staff principles. • Employees have had sufficient training and briefing regarding infection control and school principles; (DfE guidance and principles document) Staff invited to complete a Coronavirus course available on Kent Safeguarding Children me-learning. • Staff are up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines (Schools Advisory Service) and information that can be provided to children; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned amendments (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.
2.	<p>Staff who are clinically vulnerable or living with family who are clinically or extremely vulnerable. Staff who are pregnant.</p>	<ul style="list-style-type: none"> • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.

Hazards and Risks	Control Measures
	<p>Following Government guidance: Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u>.</p> <ul style="list-style-type: none"> • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. As part of their risk assessment, it should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. • Limit exposure to groups other than their 'bubble' as much as possible. • Socially distance on the playground during break and lunch time. • Outside lessons for less exposure if possible. • PPE is available for staff • To reconfigure furniture arrangements within the classroom to further support teaching area at the front of the class. • Limit use of the staff room and communal areas to avoid mixing with colleagues to 5 colleagues at any one time. • For children old enough, they should also be supported to maintain distance and not touch staff where possible. • Separate maternity Risk Assessment for New and Expectant Mothers. • Inform the Headteacher if member of staff feels their needs are not being met as a vulnerable category. • Follow New Restrictions guidance for schools linked to National Lockdown. • Promote and engage in twice weekly asymptomatic testing for staff; as per existing guidance on testing for staff in primary schools and nurseries.
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. • Collection/exit • Public transport <p>Staggered drop off and collection times.</p> <ul style="list-style-type: none"> • Staggered drop off and collection timings for each group have been identified, this information has been cascaded to parents. • The staff car park and playground have been demarcated to enable parents to remain 1+m away from other parents during drop off of children; Church car park to be used by staff if possible to ensure the staff car park is clear for entrance by parents in and out. • Parents are asked to not congregate at the school gate or exit point - supported by Medway LA posters on school gates and entrance path. Siblings will be released together. • Staggered drop off/pick up different times for groups in order to prevent large numbers of parents congregating in the car park (queueing) and on the playground exit point. • Parents are reminded to leave the site once their child has been safely given to them at the end of each day; • Only one parent/carer per child is permitted on site;

	Hazards and Risks	Control Measures
		<ul style="list-style-type: none"> • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families or use the playground equipment. • The use of scooters and/or bicycles are not permitted. • Children will enter the school through their external classroom door directly from the playground in the morning. • Parents/Carers are NOT permitted to enter the school buildings; • Entrance doors are secured open, reducing the number of occupants touching the doors; • Hand-cleaning stations are located at the entrance to the school (classroom or other). All occupants are required to clean their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct children how to do this effectively is displayed; • Help is available for children who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to children on how to adequately wash their hands. • Communication to Parents and Carers regarding the use of Public Transport. Families are encouraged to walk, cycle and come to school by car. If families rely on public transport to get to school the <u>safer travel guidance for passengers</u> will apply (link communicated with parents). • In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<ul style="list-style-type: none"> • There will be no assembly of more than a class bubble size. Assemblies may be held virtually in classrooms. • Bubbles will be class sizes of children. Consistent groups reduce the risk of transmission by limiting the number of children and staff in contact with each other to only those within the group. • Adults should maintain 2 metre distance from each other and from children - and where this is not possible avoiding close face to face contact and minimising time spent within 1 metre of others - and children should be supported to do the same. • The class group will not interact with other groups within the school; • Hand cleaning (soap/water or hand sanitiser) is completed on entrance to the school, and the use of hand sanitiser on entrance to the classroom and between specific activities; • For individual and very frequently used equipment, such as pencils and pens, children have their own zip lock bags which are not shared. • 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 classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between 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. • Children are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed. Pupils and teachers can take books

Hazards and Risks		Control Measures
		<p>and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <ul style="list-style-type: none"> • Children should wear their PE kit on the days they have PE to avoid changing clothes in school/storing PE kit bags and misplacing items of clothing. • Children are regularly reminded not to touch their or other children's faces; • Classroom furniture has been reduced where possible. Soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Small adaptations to the classroom to support distancing where possible. This includes seating children side by side and facing forwards, rather than face to face or side on. Where possible, desks are spread further apart to allow for more social distancing. • Children in the EYFS will use individual wipe clean seating pads for whole class teaching and individual desks when needed. • Where possible classes/activities will be completed outside; • Each class of children will have a designated box of play/PE equipment. Equipment is cleaned before and after use by each designated class group; • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from children and other staff as much as they can, ideally 2 metres from other adults. It is recognised that this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. • 2m markings in classrooms where further Risk Assessment requires. • The timetables reviewed to decide which lessons or activities can be delivered to reduce movement around the school; including the use of outside space. • Staff trained in anxiety and self-regulation awareness in children to inform teaching and support • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Children are increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • Allow additional, suitable indoor clothing to be worn with the school uniform, this has been communicated to parents. • Rearranging furniture where possible to avoid direct drafts • Staff given Staff Principles as guidance.
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; 	<ul style="list-style-type: none"> • Staggered lunch break are designated for each class group. Children will stay in these groups during lunch; • Tables are wiped clean with appropriate disinfectant before and after lunch and between sittings in the hall or when eating lunch in the classroom; • Children are advised to clean hands regularly including before and after eating lunch.

Hazards and Risks	Control Measures
<ul style="list-style-type: none"> Break-time / playgrounds. 	<p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible; Suitable external doors are used to move children from one area to another. Effectively creating external corridors in the open air; classrooms with an external door will use it to enter and exit the school. Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Corridors are kept as clear as possible; Corridors that cannot provide 1+m separation (although passing in the corridor is deemed low risk) are designated one way where possible; Corridor floors are demarcated to show direction and safe distance signage; Registers to office will be via email register spreadsheet or directly onto SIMS. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. Invasion games/play are discouraged; Daily inspection and enhanced cleaning programs in place for external areas and equipment; Equipment is cleaned before use by each designated class group; Outside play equipment and toys have been reduced; the Play Activity Centres will be on a weekly class rota. Rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different bubbles (class groups).
<p>6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> Staff and parents are encouraged to use education resources and PSHE lessons on hygiene; Hand washing/hand sanitiser stations are positioned at each entrance to the school; All those entering the school are required to wash/sanitise their hands - hand sanitiser available upon entry; Hand washing/hand sanitiser stations are located at doors, within each classroom and on entry to the hall; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Children and staff have been shown how to wash hands properly (posters); Help is available for small children who have trouble cleaning their hands independently and pupils with complex needs; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ entry and exit from the school; ➤ when they return from breaks ➤ when they change rooms

	Hazards and Risks	Control Measures
		<ul style="list-style-type: none"> ➤ after using the toilet; ➤ before and after eating; ➤ on entry and exit from each room. ➤ Supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. • Unnecessary touching of the face is discouraged. • Teachers/staff will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have one use paper towels for drying hands.
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Additional cleaning at lunch breaks and after school; • Common areas will be cleaned once a day; • Equipment used by the children and staff will be suitably cleaned at the end of each day or before it is used by another person – Staff to let Barry know what needs cleaning; • Follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>Identify frequently touched surfaces</p> <ul style="list-style-type: none"> • Doors, bannisters and anything that is frequently touched, especially if it's touched by lots of people, will have more regular cleaning than normal. Examples of frequently touched objects include: <ul style="list-style-type: none"> • work surfaces like desks and workstations • handles on doors, windows, rails, dispensers • common areas like toilets, reception, corridors • computer keyboards, printers, touch screens, monitors, photocopier and phones • taps, kettles, water heaters, fridges, microwaves and cupboards • post and goods coming in or being shipped out <p>Cleaning stations in classrooms, offices and hall to ensure that measures are in place to clean surfaces and objects after each use where possible, for example phones. If it's not practical to clean after each use, make sure they are cleaned often within the morning, lunchtime and after school routine.</p>

	Hazards and Risks	Control Measures
8.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<ul style="list-style-type: none"> Promote and engage in asymptomatic testing for staff; Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. All staff must follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly. Staff are required to conform with 2m social distancing requirements at all times; School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Limited numbers (5) in the Staff room to safely accommodate staff at safe distance from each other; Lunch times are staggered. Hand Sanitisers and hand washing facilities to be used regularly. Children will practice social distancing from staff appropriate to their age and as in Government Guidance; Staff will be provided with and wear PPE when required in accordance with government guidance. PPE is available for all staff to wear. The school will consider further measures and areas of assessment during the daily occupation of the school. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following. Staff instructed to observe social distancing and limit the number of staff in the staff room at any one time to 5 with only <u>one</u> person in the sink/tea making area at any one time. Cleaning products supplied for staff to clean after using the urn, fridge, cupboards etc. Staff given staff principles to ensure communication is consistent across staff. Staff may wear face coverings if they wish, however, must have due regard to the correct disposal and storage of their face shield. In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Sports coaches given Staff Principles to adhere to whilst delivering PE lessons; observe 2m Social Distancing, not to use the Staff Room or enter classrooms. Play therapists and Speech and Language professionals follow staff principles, not to go into the staff room and must wear PPE and maintain strict social distancing at all times from staff and children. Full identification details are left with school for Track and Trace purposes.
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; Inappropriate handling / removal of clinical waste 	<ul style="list-style-type: none"> Use of PPE is available if a child is unwell (vomiting, spitting etc.). Paediatric First Aiders have been given the opportunity to complete St John Ambulance First Aid Refresher and National Online Safety Paediatric First Aid refresher Self-administration of first aid where possible for minor injuries. Adequate trained First Aiders in school for ages and number of children including EYFS. First aid stations are set up in the junior and infant areas and the School Hall. Wipes used to cleanse - not water.

Hazards and Risks	Control Measures
<ul style="list-style-type: none"> Intimate care procedures. 	<ul style="list-style-type: none"> Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated First Aid room until additional medical assistance can be gained. They will use the disabled toilet if needed. This may be 111 support, an ambulance or until they leave the site to self-isolate; First aiders required to assist this person will wear PPE; The first aid room will be cleaned frequently and after each use (when first aid care has been provided). Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. First aid to be administered in classrooms if possible- each room to have supply of plasters, cotton wool, wipes, gloves should be worn. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Waste is stored safely and kept away from children; Each class will have a bin liner for all waste apart from medical Tissues will be placed in the class lidded bin and then double bagged and thrown away at the end of the day bins with lids. <p>Child presents with symptoms follow DfE guidance, 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19):</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> If a child begins to show symptoms, then parents are called and asked to collect immediately PPE must be worn by staff caring for the child while they await collection in the First Aid Room if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>.

Hazards and Risks	Control Measures
	<ul style="list-style-type: none"> • Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds. • Parent will collect child from the secure green gate on arrival – child will be released from the school and watched walk to the Green gate where their parent will be waiting – they will be buzzed out. • Parent will be reminded to not bring the child back, any siblings who are not showing symptoms should also be brought outside by adult and parent reminded to keep those children at home for 10 days. • Instructed to get a test carried out and results given to school. The testing kits sent out to schools are intended for children who have developed symptoms while at school and should only be offered to individuals in the exceptional circumstance that an individual may have barriers to accessing testing elsewhere. They are only to be offered to individuals with symptoms in the exceptional circumstance that we believe the individual wouldn't access testing through the available routes. These available routes are visiting a test site or arranging a home test to be delivered. The best and fastest way for children or staff to access a test is to visit a testing site. • Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used). • For individuals who are symptomatic and/or test positive for coronavirus please follow the latest NHS guidance, which can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-andwhat-to-do/ • For guidance on responding to coronavirus in children, please follow the link at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/ • We will send home those people who have been in close contact with the person who has tested positive. These people should self-isolate for 10 days since last close contact with the affected person • If symptoms appear at home overnight or at the weekend, parents are to inform the school immediately. <p>Engage in NHS Test and Trace process - staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents;
	<ul style="list-style-type: none"> • Parents are not permitted to enter the school without a pre-arranged appointment; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for children, they should be left at the school green gate for staff to collect;

Hazards and Risks		Control Measures
	<ul style="list-style-type: none"> Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> The SLT are able to telephone/video call (or other) parents if face to face meetings are required; The glass screen will remain in place and closed for those essential visitors who must to enter the school; Essential visitors are required to stay back at least 1+m from the reception desk; Visitors will only be permitted into the school if they have an appointment; Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; The school contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible (including parent/teacher consultations); If not possible social distancing measures will be adhered to at all times; Face to face meetings in small room or within 2m are not permitted; Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment. Deliveries will be accepted at designated quiet times only; Delivered items will be left outside of the school building for staff to collect from the gate Larger items will be carried in by contractor who will wash hands on entry and reminded to socially distance.
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> Where possible only one class bubble to use the toilets at any one time. Fewer children in each class bubble increases social distancing. Children use of toilets is managed by staff and communicated to children; Toilets are cleaned throughout the day.
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; The procedures should we decide that there is insufficient staff to run the provision would be to seek LA advice and follow Government guidance within the staffing numbers we have to priority groups. School may need to close whilst staffing is arranged. Children are suitably supervised at all times;
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; <p>Follow: HSE guidance: Working safely during the coronavirus (COVID-19) pandemic</p> <ul style="list-style-type: none"> The school has applied the series of guidance documents and advice regarding continued premises management; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place;

Hazards and Risks		Control Measures
		<ul style="list-style-type: none"> • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence;
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation; ➤ Fire exit evacuation plans are displayed in each room; • All other fire system testing and maintenance has continued as normal.