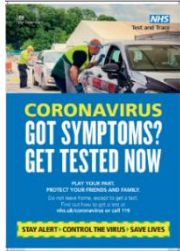


School/Academy:	ROBIN HOOD PRIMARY SCHOOL		Date of assessment	05.01.2021
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School
Lockdown Easing Status:	Step One (From 8 th March) (All schools will reopen)			
Reference Document:	DfE: Schools coronavirus (COVID-19) operational guidance (February 2021)			
Date	Summary of school position (include numbers of staff working from home / shielding, bubble sizes)			
29.07.2020	LA template been approved y TU's Will be approved by CoG and Vice CoG Will be shared on website etc for parents and all staff made aware of content prior to 02.09.2020		Will be under constant review.	
30.10.2020	Reflects change in season and additional guidance published by DfE on 22 nd Oct and consideration for Nott in Tier 3		Will be under constant review.	
18.01.2021	Updates made as National Lockdown restrictions now in force			
28.01.2021	Updates made as Staff Lateral Flow tests are now available			
18.01.2021	Staff work a week in school / a week out in Teacher + TA teams. Approx 35% of chn are in school (approx. 135 daily)			
08.03.2021	Updates made as full school re-opens(8 th March 2021)			
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	This completed risk assessment is shared with staff. Signatures are obtained.	✓	Will be communicated to staff for preliminary reading and then gone through at staff training TUES 01.09.2020 (INSET) All staff completed and signed to confirm they have understood RA. Emailed to all staff / volunteers 30.10.2020 Emailed to all staff – respond to electronically	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.	✓	18.01.2021 Emailed to all staff – respond to electronically Staff are encouraged to do this and raise concerns ASAP. All staff are expected to remind those around them of social distancing guidelines.	
Parents/carers, pupils and visitors	The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.	✓	Letters have been sent to parents re specific cohort re-entry letters. Communication is good – email etc Signage is displayed throughout external and internal site to promote alert rating. Posters as per Gov & LA guidance / school visible in school Additional posters re Test & Trace up in school	
	If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).	✓	The completed and approved RA will be on the school website.	
	Parents are reminded, where necessary, of their duty to secure their child's regular attendance at school (unless they have symptoms, are a close contact of someone who has symptoms / tested positive or are shielding) and that the school has the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.	✓	PH / SMLT aware	
Employer	The completed risk assessment (v.7) is shared with the Governing Body and employer.	✓	Will be approved by CoG and Vice CoG	L
Trade Unions	The completed (v7) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded).	✓	Will be shared on website and emailed to TU reps.	L
Contracting / transmitting Covid-19				
Preventing symptomatic persons	Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any	✓	This is made clear in return to school letters sent out via email and in paper format to all	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
attending school	symptoms of coronavirus: ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) PHE Campaign posters are available here.		parents. Verbal reminders and reminders during ongoing communication will be made clear e.g. monthly newsletters Signage ensures this is clear for any visitors to school site.	
Individuals not accessing the vaccination programme	• Staff, their households and parents are encouraged to access the vaccination programme when it is available for their priority group. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/	✓	PH keeping note of staff vaccinations just in case we offered some at short notice	
Preventing persons who are at a higher risk of carrying the virus attending school Reference	• Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace.	✓		
	• Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance.	✓		
	• Records are kept of such visits.	✓		
Reducing the number of persons on site	• The school considers whether it is feasible and appropriate for some roles, such as administrative roles to work from home, either full time or on a part time basis. The school considers whether it is feasible for teaching staff, particularly those in health groups whether they could virtually teach from home, either full or part time, using IT. (See "Persons at higher risk of becoming seriously ill" section)	✓	ECV staff working from home (BC / KP / PB) CV staff work from home where poss (JM) CH (F1 staff member 28 weeks end Feb so will not be in the Nursery setting from 12.02.2021) BAME staff – reminded of high risk and preventative measures.	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. less than 15 minutes in one day). 2 metre social distancing protocols are followed.	✓	Contractors etc must read the "Visitors to school" Protocol and due diligence is done in terms of arranging times if possible when chn are not on school site. Track and Trace info to be taken from anyone IN the building (OFFICE) Staff are aware to limit face to face contact with other staff and parents etc.	
	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, but are kept to the minimum. They particularly ensure they minimise contact and maintain as much distance as possible from other staff. The number of groups taught and locations worked in are minimised to reduce the number of contacts made. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.	✓	RHPS in consultation with Music Hub staff re remote learning which can be arranged or smaller group teaching with 2m box demarcated clearly for Music Hub staff.	
	The school continues hosting initial teacher training (ITT) trainees. Trainees continue to go into their school or college on placement to support teaching and also support schools in other ways, including supporting remote education, developing lesson materials and offering pastoral support.		NA	
	The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene.	✓	Contractors etc must read the "Visitors to school" Protocol and due diligence is done in terms of arranging times if possible when chn are not on school site. *See appendix at end of the RA	
	Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if	✓	This is in "Return to School" letters *All on our school website*	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	possible.		Parents invited to wear face coverings in outdoor areas (not permitted indoors)	
	Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).	✓	This is understood by our school community and SMLT will remind staff if necessary.	
	Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.	✓	School staff are aware of this. Volunteers will not be permitted on site until Autumn 2 at the earliest. No volunteers in school site	
	Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible.	✓	Virtual gov meetings in place for Spring term 2021	
	Schools do not host any performances with an audience. The school considers alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	✓	This has been communicated to parents. (July Newsletter) on school website. Will RA closer to Dec – did not go ahead No performances planned	
Persons at higher risk of becoming seriously ill	Clinically extremely vulnerable staff are advised not to attend the workplace. CEV individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. The school has reviewed the list of staff who are identified as CEV, noting that the NHS have recently added individuals they after undertaking their NHS COVID-19 Population Risk Assessment. Even when CEV staff have had both doses of the vaccine, they	✓	X3 staff not attending workplace	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	should continue to follow this shielding advice until further notice. See also staff welfare.			
	Clinically extremely vulnerable pupils are currently advised not to attend school. Copies of the shielding letter sent to CEV children are requested if necessary.	✓	Clinically Extremely Vulnerable RA (held and completed by HO). Will be reviewed Sept 2020 Parents have been asked to indicate if they feel their child would require additional and individual RA. E.g asthma / obesity. We will deal with these cases individually and with parental support and medical advice from child's consultant etc. Where necessary (in the case of some chn on our SEND register) individual RA have been completed. SEND Team within LA consulted in extreme cases e.g. children in school who require Aerosol Generating Procedure's (AGP's)	
	- The following measures are in place for pregnant members of staff and recorded on the pregnancy Covid risk assessment: - Up to 28 weeks: Avoid face to face contact, observe social distancing recommendations where possible. - Over 28 weeks: Consider further precautions.	✓	Additional Risk Assessment completed with pregnant staff member CH on 14.01.2021	
	Staff in the BAME categories have been individually reminded to observe good prevention practice in the workplace and home settings. For noting: There is clear evidence that certain BAME groups have higher rates of infection, and higher rates of serious disease, morbidity and mortality. There is no strong evidence that ethnicity by itself (or genetics) is the sole explanation for observed differences in rates of severe illness and deaths. What is clear is that certain health conditions are associated with increased risk of serious disease, and these health conditions are often overrepresented in certain BAME groups. It is also clear that	✓	This will be mentioned in our staff training on 01.09.2020 BAME staff made aware	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	societal factors, such as occupation, household size, deprivation, and access to healthcare can increase susceptibility to COVID-19 and worsen outcomes following infection. Clinically vulnerable staff continue to attend school where it is not possible to work from home. They are individually reminded to observe social distancing where possible, face to face contact is avoided and the aide memoire is used.	✓	Clinically Vulnerable RA (held and completed by HO). Will be reviewed Sept 2020 BAME RA completed (held and completed by NB) Will be reviewed Sept 2020. CV staff work from home where possible Clinically vul staff reminded of need for frequent hand washing / cleaning of frequently touched surfaces. Staff reminded they can wear face covering in communal areas and have the option of a visor if this allays anxieties.	
	Staff who live with those who are clinically vulnerable or clinically extremely vulnerable are individually reminded to observe good prevention practice in the workplace and home settings.	✓		
School Visits	The school notes that the DfE advises against educational visits at this time.	✓	Mat Allen (EVO Lead) is aware of this and thorough RA (with covid measures considered) will be completed in line with RA. Mat Allen – additional email WB 01.03.2021	L
Undertaking CPR	The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm “It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands”	✓	This link has been shared with FA trained staff. Reminder on briefing WB 18.01.2021	L
Persons becoming symptomatic whilst in	If anyone in the school becomes unwell with:	✓	Locations where pupils could be isolated:	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
school	○ 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.		1) Heartspace (DESIGNATED SICK BAY) 2) Family Base 3) Inclusion Room (if needed) 	
	• PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.	✓	PPE Stock is all kept in the Inclusion Room. Staff have been made aware of PPE in school and when it may be used (email from PC) Pam Hissitt (SBM) will maintain stocks of PPE Henry Overton (Deputy) will maintain stocks of hygiene supplies for boxes throughout school.	
	• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	✓	Staff are aware of this. 	
Test and Trace	• The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms.	✓	Staff are aware of this and posters are up in the staff room.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	The school understands the purpose of the school's own home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. Reference. "You should only offer a home test kit to individuals who have developed symptoms while at school (or to their parent or carer if it is a pupil) in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested." Note that to book a test at a centre they will need their own transport (or walk). To book either a test at a centre or to request a home test kit access to the internet and mobile phone is required, or by telephoning NHS on 119.	✓		
	Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus (ref. symptom summary sheet v.6)	✓	Letters are in place	
	Staff and parent telephone numbers are checked for accuracy.	✓	Staff and parent contact details will be checked for accuracy in first two weeks of September. (K Poyser has begun this process) TA's contact pupils weekly not in school.	
	Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers.	✓	Office staff to obtain details of any visitors IN school. (including contact details for Track and Trace)	
	- Ongoing records are kept of: - The names of pupils in the bubbles and members of staff who have accessed them. - Any close contact that takes places between children and staff in different bubbles. These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.	✓	This will be kept and staff have been timetabled to a phase at most. Exceptions to this are SMLT and MG / PC who must be aware of the contact they have with any bubbles and note it if extended / consider proximity of contact.	
	Where staff have downloaded the NHS Covid app:	✓	Staff to note	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	○ If staff keep their mobile phones on their person during the working day then the app can be left on. ○ If staff's mobile phones are not kept on their person during the working day e.g. in a drawer or locker, they are asked to keep their mobile phones switched off or the app turned off (i.e. contact tracing paused) Note that the Bluetooth capabilities of the contact tracing app can go through walls (consider classrooms where the teaching areas are back to back).			
	• For noting: In the event that a pupil or member of staff reports symptoms, the rest of the bubble can continue to attend school awaiting the result of the test (apart from any siblings who are in, or not in, the same bubble who must also self-isolate with the rest of their household).	✓	Staff and parents are aware of this. Staff to share with bubble staff members if they go for a covid test before the following working day.	
Lateral Flow Testing (LFT)	• School staff have been appointed a "COVID-19 Coordinator" who will be responsible for: ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required They have read and understood the resources from the Primary portal.		NB = Covid-19 Coordinator	
	• The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.)		RHPS Guidance Booklet to staff Emailed to all staff 21.01.2021 Staff opted in to Lateral Flow (56 opt in / 4 opt out thus far. Some staff ineligible due to being within 90 days of covid test)	
	• Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the		Test days: Sun and Wed night	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.)			
	- Staff are reminded that: - A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. - A negative LFT does not allow the individual to pause compliance with covid rules within school, and social distancing and good hand hygiene outside the workplace. - The testing programme does not replace current (PCR) testing policy for those with symptoms.	✓		
	- Appropriate action is taken in the event of: - A negative test result - A positive test result - Two void test results	✓		
	Necessary records of testing are kept.	✓		
Hygiene – General 	- Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: - On arrival at school - After breaks and sport activities - When they change rooms - Early Years: after using wheeled bikes, trikes and other large, movable toys - Before cooking and eating - After sneezing or coughing - After using the toilet - Before leaving home Note: Electric hand dryers may be used in schools	✓	Staff and pupils are aware of this. 	H
	A process is in place for removing face coverings when pupils and	✓	Individual staff / pupils who may wear these are aware. Staff wear face coverings in all	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.		communal areas and at start and end of day outside	
	For noting: School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	✓	Made clear on letters to parents.	
	Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.	✓	Posters around hygiene are clearly displayed in every phase and sink area. Expectations around hygiene and teaching of hygiene is covered throughout the primary school.	
	Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.	✓	Hand sanitiser stations (x8) are available throughout school. Sinks are used (sink available in every classroom – area where toilets are located)	
	Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place.	✓	Staff are aware of this and methods to dispose of bodily fluids adhered to.	
	The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored.	✓	Pedalled lidded bins in every classroom. Bins without lids are used for general waste.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Hygiene –	Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.			
	Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.	✓	Touch point list cleaned x2 daily. Some external doors will now be closed (rain dependent). Staff member to as much as possible wipe down door handle when all chn have exited / entered building. Remind chn to avoid touching bannisters / handles etc. Hygiene Boxes in every classroom Daily additional cleaning completed across the lunchtime in school. (x4 cleaning staff – see timetable) Daily cleaning undertaken by cleaners at end of each school day.	
	Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins.	✓	RHPS use ParentPay for payments which reduces need for cash. Currently no tuck shop / school fund raising occurring on site which would require exchange of cash. Office staff made aware of need for washing hands in rare event any money is exchanged.	
	Soft furnishings, soft toys and toys that are hard or impossible to	✓	Shared areas will be kept clear of soft	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Classroom group bubble	clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group uses.		furnishings as much as is practical.	
	Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required.	✓	Staff are very aware surfaces need to be kept clear and TIDY to ensure cleaning can be completed easily.	
	Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.	✓	Hygiene boxes to be kept well stocked. Staff are used to using these boxes to support the cleanliness in the classroom during teaching time.	
	Teachers wash or sanitise their hands before and after handling pupils' books.	✓	Staff are aware of this.	
	Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names.	✓	Activities which involve sharing of an object are discouraged. Staff and pupils have their own individual sets of equipment. Zip wallets are labelled with pupil names.	
	Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use.	✓	These measures have been shared during our INSET in June and information on additional hygiene has been disseminated. *See at end of RA	
	Resources that are shared between bubbles, such as sports, art and science equipment are 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	✓	These measures have been shared during our INSET in June and information on additional hygiene has been disseminated. *See at end of RA	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	plastics) between use by different bubbles.			
	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	✓	Communicated in letters to parents. Classes will have mobile phone boxes where needed.	
	The amount of shared resources that are taken home are limited.	✓	Learning logs and borrowed books are the only resources which will be shared.	
	Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.	✓	Pupils have individual water bottle. Where this is not possible, pupils will use disposable cup.	
	Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when staff have to flush nursery toilets.	✓	Nursery and Reception toilets have been fitted with lids. Staff need to talk to chn about shutting the lids to reduce aerosol spray. KS1 and 2 chn will be reminded to shut lid to flush and designated toilets / sinks for each classroom will be identified.	
PPE (Reference)	- Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. - Training and instruction have been provided for the putting on, removing and disposal of PPE. - Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. - Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: - a FFP2/3 respirator	✓ ✓	PPE and instruction have been shared amongst staff.	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	- gloves - a long-sleeved fluid repellent gown - eye protection			
Face coverings in school (Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection)	- Face coverings (or only where necessary for communication purposes - transparent face coverings) are 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). - Face visors or shields are not worn as an alternative to face coverings. - Note that some individuals are exempt from wearing face coverings. - Face coverings are not necessary in the classroom even where social distancing is not possible.	✓	Staff in communal areas wear face coverings (since Aut 2 2020). Staff in outdoor areas where social distancing may be compromised wear face coverings. Staff do not wear face coverings whilst teaching in their bubble areas.	
	Staff will now have access to face coverings due to their increasing use in wider society. However, in the event that the Head Teacher recommends face coverings in circumstances identified above and where staff or visitors are struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs.	✓	Face coverings available from office	
	Instructions are displayed / provided for wearers of face coverings of the correct way– available as a list here and an infographic here	✓	Covered with staff	
Reducing number of touchpoints	Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices.	✓	 INTERNAL SHARED DOORS WILL CONTINUE TO BE PROPPED OPEN	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times.	✓	Sanitising wipes are available to wipe down the screen and staff are being asked to use the barcode reader sign in machine to reduce contact with the screen.	
	Consider whether drinking fountains need to be taken out of action.	✓	Are disabled.	
Site to site visits	Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering	✓	Staff aware who travel on public transport	L
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	Parents/carers and pupils are encouraged to walk or cycle to the school where possible.	✓	This has been communicated to parents.	
	The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours.	✓	Staggered start times in place from 8:30 – 9:00am. (slight changes made for Autumn 2020) Spring 1 9am – 3pm Breakfast Clubs available in each year group bubble from 8am	M
	Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	✓		
Organising the school day	Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups.	✓	Staggered start times in place from 8:30 – 9:00am.	M
	Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to	✓	Has been considered and communicated to parents. Signage is clear which asks the school community to refrain from congregating	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	congregate in groups on, or directly outside the school premises.		on school site.	
	Break times including lunch are staggered so that all pupils are not moving around the school at the same time.	✓	Staggered break and lunch times in place from September for year group bubbles.	
Foyer / Reception	Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage.	✓	In place.	M
	Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.	✓	Only one adult in the foyer at any one time.	
	Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted)	✓	Perspex screens will be fitted to replace the screens which we have used temporarily. Floor markings are clear and staff are aware NOT to encroach on office staff distance. Office staff to remind others of this if required.	
Office (Reference)	Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.	✓	Considered but not practical given the number of office staff	M
	- The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk: - Further increasing the frequency of hand washing and surface	✓	Areas have demarcated with 2 m distancing around the designated spaces. Signage up.	



Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	cleaning. ○ Keeping the activity time involved as short as possible. ○ Using screens or barriers to separate people from each other. ○ Using back-to-back or side-to-side working (rather than face to-face).			
	• Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.	✓	Office spaces are allocated to individual staff. Cleaned in between.	
Meeting rooms	• Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.	✓	Teams used to facilitate virtual staff meetings / training / phase meetings etc. as necessary.	M
	• Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).	✓		
	• Pens, documents and other objects are not shared.	✓	Staff to be vigilant of this.	
	• Hand sanitiser is provided in meeting rooms.	✓	Will be available in all rooms.	
	• Meetings are held outdoors or in well-ventilated rooms whenever possible.	✓	Meetings encouraged outside between small teams of staff within a bubble	
	• For areas where regular meetings take place, floor signage is used to help people maintain social distancing.	✓		
Staff room	• Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures: ○ Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating. ○ Stagger staff breaktimes ○ Instruct staff not to congregate at the kitchen area.	✓	Staff room floor to be marked to remind staff of social distancing measures.	M
	• Notices promoting hand hygiene and social distancing are visibly placed in the staff room.	✓	This is clear throughout staff room areas / school.	
Corridors	• Movement around the school site is kept to a minimum. Busy	✓		L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	corridors, entrances and exits are avoided. Staggered break times and lunch times are considered as necessary.			
	Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	✓	One way through school then all exits lead outside.	
Classrooms	- Small adaptations are made to the classroom to support distancing where possible. This include: - seating pupils side by side and facing forwards, rather than face to face or side on. - moving unnecessary furniture out of classrooms to make more space if necessary.	✓	Each individual classroom layout has been considered. Staff have looked at various arrangements of furniture and trialled what will fulfil guidance best whilst giving space to move around the room / best meet the needs of the age of pupils (e.g. F1 / F2 / Y1 pupils) and also not encroaching on a 2m demarcated "box" / "marker" at the front of the room.	M
	There is no need for class sizes to be adjusted from the usual size. Bubbles of an appropriate size to achieve the greatest reduction in contact and mixing are defined. These do not affect the quality and breadth of teaching or access for support and specialist staff and therapists. The following is noted: Using small groups reduces the transmission risk but can restrict the normal operation of education and present educational and logistical challenges. However, when using larger groups, the other measures from the system of controls become even more important.	✓	Due consideration is being given to this on an ever changing daily basis.	
	Ideally, adults maintain a 2-metre distance from each other, and from children. This is more important where staff need to move between groups. This 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 are provided as normal. This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer.	✓	Adults to be sure they role model appropriate social distancing. Training been given through NST Mary Prest and notes shared from this meeting to all staff - NB to disseminate. (24.08.2020) Currently, staff are spreading pupils out in classrooms / year group settings. Where partition doors can – they should be opened. Use all space available. Cleaning of all areas	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Social distancing should be encouraged between pupils wherever possible if this doesn't adversely affect learning.		will be maintained.	
	All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable, however where they do so, social distancing becomes more important.	✓	The planned timetable limits staff to a year group / phase bubble (with the exception of only a few staff who are aware of the additional preventative measures they need to be aware of). Staff will need to be flexible as we begin the Autumn term.	
	The bubble groups (pupils) do not mix with other bubble groups throughout the school day where possible. Wider groups are allowed for specialist teaching where necessary.	✓	Year group bubbles will be kept separate.	
	Classrooms are accessed directly from outside where possible.	✓	The use of external doors into classrooms is promoted where this fits in with the one way system to avoid bubbles clashing. Y 5 and 6 to now come up and down internal stairs. Staff be aware.	
	Pupils occupy the same classroom throughout the school day where possible. Where unavoidably different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy.	✓	Additional cleaning will continue throughout the lunch break.	
	Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary.	✓		
Lunchtime arrangements	- A range of measures are considered and implemented to reduce the risk of transmission and contamination: - Lunches are served and eaten within the bubble classroom - Several lunch sittings are organised. - The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings.	✓	- Sittings will be organised in the lower and upper lunch halls. - Timings are staggered - Waste stations are refreshed in between bubbles - MDS are allocated to a specific year group bubble (KS2 – across two year group bubbles) - Separate waste stations are provided - Staff to note: Note: as per the rest of the	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	The ability of pupils to follow the social distancing rules has been taken into account within these measures. ○ Midday Supervisors are allocated to the lowest number of consistent bubble groups. ○ Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).		school day, social distancing is not required within the bubble group at lunch. • Staff will clean tables between sittings.	
Curriculum: Science and D&T	• CLEAPSS guides are followed as necessary: ○ P110 Practical activities in a bubble ○ P104 Managing hands-on activities in schools in locally locked down areas ○ P112 Practical activities for children in locally locked down areas.	✓		M
Curriculum: School Sport	• PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Competition between different schools do not take place, in line with the local restrictions on grassroots sport.	✓		M
	• Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Contact sports are avoided. The school only provides team sports on the list available at return to recreational team sport framework. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.	✓	This advice has been shared with staff and gone through led by Sports lead (MG) during INSET in July.	M
	• Distancing is maximised between pupils as much as possible during all activities.	✓	Pupils spread out as much as age across primary phase allows.	
	• Pupils are kept within their bubble groups. Multiple bubble groups may use outdoor space at the same time providing they is a significant distance from each other at all times and equipment is	✓	All in place	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	not shared.			
	- Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. - Sports equipment thoroughly cleaned (or kept in quarantine for 72 hours) between each use by different individual groups.	✓	In place	
Curriculum: Music, dance and drama in school PHE Safer Singing Reference	Music, dance and drama continues as part of the school curriculum, noting that there is an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.	✓		L
	- Singing, wind and brass playing do not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. - In smaller groups strict social distancing is observed.	✓		
	Particular care is taken in all music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Pupils should use seating where practical to help maintain social distancing.	✓	Staff to be aware if taking part in live NMS lessons	
	Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing.	✓		
	- Playing instruments and singing in groups take place outdoors wherever possible. - If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to	✓		

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	social distance. It is important to ensure good ventilation.			
	Shared equipment is avoided wherever possible. Name labels on equipment have been considered to help identify the designated user. Handling of music scores, parts and scripts is limited to the individual using them. If instruments and equipment have to be shared, they are disinfected regularly. Increased handwashing is undertaken before and after handling equipment, especially if being used by more than one person.	✓		
	The number of suppliers when hiring instruments and equipment is limited. Hired equipment, tools or other equipment is cleaned on arrival and before first use.	✓		
School hall	Large gatherings such as assemblies or collective worship with more than one bubble group are avoided.	✓	This advice has been shared with staff. Remote assemblies planned.	
	Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups.	✓	Halls for Autumn 1 will only be used for eating and assemblies (with one bubble in attendance) ASC in Lower Hall from 3 – 5pm and Wed – Fri, Upper Hall will be poss used for PE	L
Pupil toilets	Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	✓	Bubbles will be allocated their own toilets. Y1 = in classroom Y2 = Shared area Hayroom = indicated toilet outside Y2 Art Studio = toilet opposite Hub* Group Room = Indicated toilet in Staff room* / outdoor toilets	M
Playground and school field	The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission and more easily allow for distance between pupils and staff.	✓	Staff are v clear about the role of the outdoors to prevent spread of coronavirus. Bubbles have timetables outdoors to educate pupils within our external spaces.	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			Autumn 2 Timetable Spring 1 Timetable	
	The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	✓	KS1 Playpark cleaning*	
	Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix.	✓		
Lack of air changes / ventilation	Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE).	n/a	No air con in school.	
	- Natural ventilation is used to help reduce the risk of spreading coronavirus: Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts.		Ventilation importance has been shared with staff. SMLT will remind staff to open doors / windows. X2 windows in each room to be open in Autumn 2 as a minimum X2 windows in each room to be open in Spring Term as a minimum	L
	- To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch)	✓	Staff to note advice on which windows to use for ventilation	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	- Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct drafts.			
	Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	✓		
Breakfast and After School Clubs (Reference)	From 8th – 29th March: - Parents and carers will only be able to access settings for certain essential purposes. Before and after school provision including allowed indoor and outdoor sports (see Sport section) to support pupil's wider education is provided to: - vulnerable children and young people - other children, where the provision is: - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training or - so that they attend a medical appointment or address a medical need, or attend a support group.	✓	Breakfast Clubs will run in each year group.	
	From 29th March: Outdoor provision is made available to all children, without restrictions on the purpose for which they may attend. Indoor provision is made available to: - vulnerable children and young people - children on free school meals, where they are attending as part of the DfE's holiday activities and food programme - other children, where the provision is: - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group.			L (at present)
	Schools keep children within their day bubbles where possible in these clubs. Siblings may be kept together. If it is not possible to maintain bubbles being used during the school day then small, consistent groups are used.	✓	Our breakfast club provision will run in separate year group spaces. ASC provision in Lower Hall between 3 – 5pm.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Decisions on group sizes in the setting are based on: - the current government guidance on social distancing - the ability of the children in attendance to maintain social distancing and practise hand hygiene - the age of the children in attendance - nature of your activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement) - the size or layout of your premises - the ability to ventilate your premises effectively with fresh air			
	- Where parents are using external childcare providers or out of school extra-curricular activities for their children, they are: - advised to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. - encouraged to check providers have put in place their own protective measures - sent the link to the guidance for parents and carers	✓		
	Risk assessments / covid-safe procedures are requested from external bodies or organisations such as external coaches or after-school or holiday clubs. In doing so, the schools should ensure that they complement the school's risk assessment measures and they have had due regard to any other relevant government guidance.	✓	Will only be relevant in event of Feb Half term Provision	
Operational issues				
Availability of staff	- Trained staff are available to support pupil personal needs e.g. - lifting, use of hoists - intimate care - managing medical needs including medicines	✓	*AU – re peg feeding *FA trained staff re medication	M
	Sufficient Physical Intervention trained staff are on site (see “other issues” below)	✓	PI trained staff = PC / CB	
Supervision	Supervision ratios are met (for identified individual pupils)	✓	Yes	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
First Aid	• Adequate number of first aiders (FAW / EFAW) are on site.	✓	Yes - 16	L
	• Adequate number of paediatric first aiders are on site.	✓	Yes - 12	
Catering	• Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus .	✓	Catering Team have emailed a copy of RA for catering staff and contingency plan	L
Site Health and Safety Concerns (General)				
Legionella	• Rarely used outlets have been identified taking into account current usage of taps.	✓	As per regular testing.	L
Fire Procedures	• Fire drills are undertaken as normal.	✓	Yes - Spring 1	L
	• No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point).	✓	This is in place.	
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	• The school behaviour policy has been updated to reflect current rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND and welfare sections below).	✓	Addendum has gone out to all stakeholders. Staff will verbally go through this at age appropriate levels in week 1.	M
SEND pupils	• Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site.	✓	PC / HC have gone through these with parents prior to school breaking up. Chn and parents invited in for an individual visit to allay anxiety. PC / HC to update	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.			
	Pupils with SEND (whether with EHC plans or on SEN support) have been identified who need specific help and preparation for the changes to routine. Staff should plan to meet these needs, for example using social stories.	✓		
	- Equipment is identified that is used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. The ability to withstand cleaning and disinfecting between each use before it is put back into general use is determined. Where cleaning or disinfecting is not possible or practical, resources are: - restricted to one user - left unused for a period of 48 hours (72 hours for plastics) between use by different individuals	✓		
	Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.	✓	PC / HC have communicated with key parents prior to school breaking up. Chn and parents invited in for an individual visit to allay anxiety. (AUGUST 25 th and 26 th) Social Story available on school website to support key chn, Nott City resources shared with parents to offer support for any parents / pupils who are anxious.	
Staff welfare and staff redeployment	Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.	✓	Plans made with staff wellbeing in mind.	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	- Schools have considered the potential concerns of staff who may be reluctant or anxious about returning to school and the right support is in place to address this. This may include staff who are in health categories, in BAME groups or families that have been personally affected. - The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.	✓	Chn and parents invited in for an individual visit to allay anxiety. (AUGUST 25th and 26th) Videos and communication of key information (all available on school website) have been sent to pupils Line Manager available to all staff. Fortnightly phase meetings to discuss anxieties. RA for BAME / clinically vul reviewed Sept 2020 Staff survey completed July 2020. This feedback has fed into plans made for Sept 2020. Staff Wellbeing Survey sent out by CB. NB will follow up with staff survey in Dec 2020 Results have been fed into plans	
	Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).	✓	Phases will meet virtually fortnightly in Autumn 2. This is in response to a staff survey. Weekly communication will remain to support staff of any changes as they arise. Phase Team meetings to continue	
	Telephone counselling services are available.	✓	PAM ASSIST (LA) Staff aware of: https://www.educationsupport.org.uk/	
	Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/	✓	Offer of fortnightly check ins with x3 members of staff	
	- Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher - Any redeployments are not at the expense of supporting pupils with	✓	Staff prepared to be flexible in terms of timings and roles.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	SEND. - Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. - Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.	✓	Several staff have been flexible with the hours they work to support the return to school in September. This has been discussed with them. ASClubs will not take place initially to reduce pressure on staff. Staff wellbeing / pupil wellbeing and safety are priorities in the return to school plans.	
Pupil welfare and mental health support (Reference)	- Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: - have themselves been shielding previously but have been advised they no longer need to shield - live in a household where someone is clinically vulnerable (CV) or CEV - are concerned about the possible increased risks from coronavirus - Pupils are identified who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them, putting particular emphasis on: - disadvantaged and vulnerable children - pupils who were persistently absent prior to the pandemic - pupils who have not engaged with school regularly during the pandemic Ref: Wellbeing for Education Return programme	✓	Certain families invited back to school prior to September to discuss concerns etc. Key families contacted over half term to discuss individual pupil return to school Staff team to address as from 08.03.2021	
	- The school considers pastoral and extra-curricular activities to: - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to	✓	Daily PSHE / sharing of a class text / Nurture Team on call planned in. Staff have received email updates on support	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	coronavirus - support pupils with approaches to improving their physical and mental wellbeing - Pastoral support is offered to pupils who are: - self-isolating - shielding - vulnerable		for chn re mental health and Nurture Team will advise as and where necessary. PC / CB to consider sharing list of provision for parents and with staff – ongoing	
	The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken.	✓	This point is made in our Behaviour Policy addendum. *Routine monitoring and recording of any incidents re bullying / racism etc will form part of the INSET to refresh staff of our consistent approach to this.	
Other Issues				
Remote Education	- Remote education plans are in place for individuals or groups of self-isolating pupils or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school and includes recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. As a minimum the following is provided: - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children - Key Stage 2: 4 hours a day - Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed.	✓	This is referred to as part of our remote learning plan. This is referred to as part of our remote learning plan. Will incorporate the views of parents (from the survey sent out late July) https://robin-hood-primary-school.primarysite.media/media/remote-a-learning-plan-explained-november-2020	
	Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed.	✓	Dan Beeston = Remote Lead Mat Allen / Ruth Byrne = Senior Leaders with responsibility for evaluating remote provision	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Training certificates that have expired during the partial closure.	Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning.	✓	PFA Training completed in June 2020 by x12 staff	L
	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. The validity of current paediatric certificates first aid certificates which expired on or after 16 March 2020 can be extended to 25 November 2020 at the latest.	✓		
	For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.	✓	HO – Safeguarding training implications	
Incident Reporting	A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)	✓	PH and NB to report if necessary	L
Safeguarding	DSL or a deputy always available during school hours for staff.	✓	DSL will always be available on site.	L
	DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.	✓		

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	- If a vulnerable pupil is required to self-isolate, the school: - notifies their social worker (if they have one) - agrees with the social worker the best way to maintain contact and offer support - checks if a vulnerable pupil is able to access remote education support - supports them to access it (as far as possible) - regularly checks if they are accessing remote education	✓	HO as Lead DSL has good contact with named social workers.	
School Meals	The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time.	✓	PH and MT	
Reviews	Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	✓	Risk Assessment will be an evolving document and will be reviewed by SMLT as necessary and following DfE guidance. RA review updates will be put onto the FGB agenda for 2020-21 Review date 02.11.2020	L
	Updates are highlighted on the risk assessment and shared with staff.	✓	Colour coded for ease	

Are there any other foreseeable hazards associated with the Covid-19?		Yes ☒ No ☐
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
TIER 3	When an area moves to Local COVID Alert Level: high or very high (TIER 3), in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings. Staff may however choose to wear a face covering in communal areas if it helps anxiety levels.	

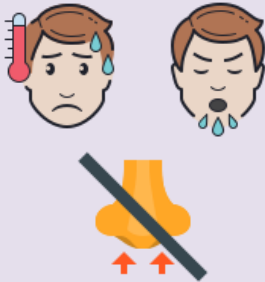
Reference Websites:

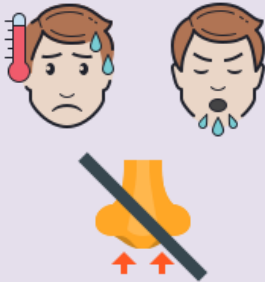
- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

ASSESSED BY (Print name) N C BRIDGES	SIGNED <i>N C Bridges</i>	DATE 05.03.2021
--	-------------------------------------	---------------------------

Visitors to School Protocol – see below.
Hygiene Guidance for Resources

Coronavirus Essential Visitor Protocol: Contractors and Non-School based Professionals

Essential Visitors 	- The school will only allow essential visitors on site for: - School regular maintenance and emergencies - For teaching and learning reasons - Training that must be undertaken in person - Safeguarding reasons - Health and safety reasons - All visits will be at the school's discretion.
Covid-19 Symptoms 	- If you have any one of the following symptoms you must not visit school: - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal - If you have any of these symptoms you must go home and arrange for a test.
Health Conditions 	- Visitors who are clinically extremely vulnerable to coronavirus should work from home if they can. - If they must visit, they must take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in school. - We would expect that the employer has undertaken an individual risk assessment in these circumstances.
Arranging the Visit 	- Visitors must make an appointment to visit school. An exception may be made if it is for essential work for a Child Protection or Child in Need case. - Visitors without an appointment may be asked to leave and make an appointment for a later date. - The visitor and school will agree a time and date for the visit. - Where possible this will be undertaken when there are no pupils in school and avoiding dropping off and picking up times. - The visitor will receive a copy of this protocol before final agreement of time/date has been made so we are able to check visitors understand and agree to its detail.
Arrival 	- Visitors must arrive at agreed time (please contact the office if you are unable to do this) - Report directly to the school reception office unless other prior arrangements have been made. - Record your arrival on the school's visitor management system. (Inventory) - In the event that the visit involves close contact* with anyone else on site, and that person develops symptoms and tests positive then contact details will need to be provided to the Public Health England for their Test and Trace system.
Hand Hygiene 	- Use hand sanitiser provided on entry to school. - Wash hands after visiting the toilet and at regular intervals. - Use hand sanitiser when leaving the building

Social Distancing 	• Visitors should observe social distancing whilst on the school premises wherever possible. That is: ○ Meet as few persons as possible in school. ○ Meet outside if possible. ○ Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals) ○ Any face to face meetings should be as short as possible (i.e. no longer than 15 minutes).
Site Visit 	• Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed. • Minimise any touching of school fixtures, fittings and other contents. • Visit as few rooms as possible. If unaccompanied you may be asked to report which rooms you have visited so that touch points may be cleaned afterwards. • If working with pupils, visit the minimum number of group "bubbles" necessary. • Follow any one-way pedestrian systems that are in place. • Observe any rooms restricted to visitors – e.g. staff room. Visitors may be allocated certain toilets. • Windows and doors should be kept open during the visit but this may not always be possible / practicable. • Face masks may be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.
Fire Evacuation 	• In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.
Becoming Symptomatic in school 	• Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site. • If you start to feel unwell whilst you are at school please let a member of staff know. • If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace. • You are encouraged to be tested if you have symptoms.
Leaving School Site 	• Go straight to the office once you have finished your visit where you will be signed out. • Remember to wash hands on leaving the school. (KS2 sinks)
* Close contact within a school environment definition: • Direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes cumulative in a day) with an infected individual.	

Hygiene guidance for resources - July 2020

Shared classroom resources

It will be necessary for some resources to be shared within a class/group (for example: protractors, lego, base ten blocks etc). Where these have been used, where possible, leave in steriliser solution overnight (water + tablet in PPE Store) in a bucket/tub or leave in soapy water. If time does not allow for this, please wipe down equipment using the anti-bac wipes.

Whole school resources

Resources that are used across school (generally those kept in the subject cupboards – eg scales, metre rules, art equipment, science equipment, shared Art resources) if possible, after you have finished using them, leave in your own classroom cupboards, untouched, for 72 hours before returning to the correct storage place. Where time does not allow for this, please wipe down the equipment using anti-bac wipes/spray before returning to the storage areas.

Books

We must encourage reading when we return to school and so it is essential that children have access to library books to borrow. Within your classroom, please set up a clear system where books are returned on one day, left to 'decontaminate' for 72 hours, and then returned to the library. For example, ask children to return books on a Friday morning, leave in classroom in a box untouched for the weekend and return to the library on a Monday morning. Before going to the library to select a book, please do make sure that children wash their hands and then upon their return to the classroom, should wash their hands again.

Please let me (AH) know your day of preference for the library as their may need to be a timetable.

Listening to readers – please do still listen to readers regularly with consideration for your positioning and spacing from the child. As much as possible, allow the child to handle the book.

Learning logs

Children should take home their learning logs each night as they are a resource to be used at home – they should then bring them to school each day but keep them in their book bags (if you need to check for messages/share something, please wipe down the cover using an anti bac wipe). From Y2 upwards, on a specified day (ideally the same as book change day) children should lay out their Learning Log on their desk open on the correct week. A member of staff should then stamp the learning log to show that it has been seen, and the number of times read at home recorded on the class recording sheet.

EYFS and Yr1 – please follow the same routine – however it may work best for you to ask the child individually/in small groups to take out their log and reading book at the same time.

Staff Support:

PAM Assist is a free confidential life management and personal support service that is available to us all as Nottingham City employees. They offer expert advice, invaluable information, specialist counselling and support. This service is available 24 hours a day, 365 days a year and can be contacted on 0800 8824102.

The Employee Wellbeing (OH) service from Nottingham City Council currently offers support including well check appointments and a Wellbeing Clinic. Please contact them on ew.admin@nottinghamcity.gov.uk, if you require any further information in relation to any of these services

The Educational Psychology Service 'Wellbeing Return Team' are delighted to be able to offer some monthly sessions for ALL staff to support wellbeing. Every month, we are offering 3 sessions which can include CBT approaches to support anxiety, Mindfulness and Art techniques to support wellbeing. Any staff can now book onto these sessions through emailing NottinghamYBM@nottinghamcity.gov.uk

Turning Point with the local NHS run an Nottinghamshire Mental Health Helpline on 0300 555 0730, further details available on www.turning-point.co.uk or www.turning-point.co.uk/services/nottingham-helpline

There are mental health resources for teachers, lecturers and support staff dealing with the Covid-19 crisis at www.educationsupport.org.uk/coronavirus-support

Wellness in Mind, which connects people in Nottingham city to mental health support services, is running a free telephone support line between 9ammidnight, seven days a week, on 0800 561 0073 (please press option 1)

General mental health information can be accessed via <https://www.nottinghamcity.gov.uk/leisure-and-culture/libraries/one-stoponline-library/mental-health-and-wellbeing>

Support with issues including benefits, debt, employment and housing can be accessed through Bestwood Advice Centre 0115 962 6519 or by email on advice@bestwoodadvice.org.uk

For support with food, you can find your nearest Food Bank using <https://www.trusselltrust.org/get-help/find-a-foodbank>