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| **Schools COVID-19 Risk Assessment Checklist**  **(Infection Protection & Control – based on Government Guidance for Schools)** | **lcc_A4-58mm** |
| **How to use the Risk Assessment Checklist**  The checklist below brings together COVID-19 guidance from Government and LCC health and safety team to assist Schools when considering all aspects of school life and the practical measures that can be taken to mitigate the risk of infection from COVID-19.  In preparation for re-opening or opening to a wider cohort of pupils in line with Government guidance, schools should work through this checklist and guidance, identifying areas that need to be addressed and taking action as necessary.  Actions taken and the control measures put in place must then be documented on the schools risk assessment and which must be in place prior to schools opening to wider groups of pupils.  The health, safety & quality team has produced a [general risk assessment](https://schoolsportal.lancsngfl.ac.uk/corporate/web/viewdoc.asp?id=141433) that schools can use as a template. The general risk assessment must be amended to reflect the local controls that the school has put in place. The risk assessment must be reviewed periodically to ensure that the controls remain suitable and sufficient as the situation progresses and to take into account any changes to government guidance.  The checklist and risk assessment process must be carried out in consultation with staff and the completed risk assessment shared with anyone affected by the outcomes. The risk assessment should be published on the School's web site.  [Coronavirus (Covid-19): guidance for schools and other education settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) | |

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| General Principle – Government Guidance for Schools  Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, the Government are taking this into account. Schools should therefore work through the principles of measures set out below:   * avoiding contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings * minimising contact and mixing |

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| **Topic** | **Cleaning** |
| **Objective:** To keep the School clean and prevent transmission by touching contaminated surfaces.  Government guidance recommends frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  The World Health Organisation recommends high-touch surfaces be identified for priority disinfection including door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.  [Government Guidance – COVID-19: cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Decide what an enhanced cleaning schedule looks like taking into account the high-touch areas and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. | Yes  No  Partial | The Site Supervisor and the cleaners will clean all areas of the building that have been used prior to entry of students the following day. They will wear appropriate PPE equipment to ensure their safety.  The Site Supervisor and Bursar will be responsible for ensuring that there are enough supplies readily available.  Additional hours will be be given out to all cleaning staff if necessary to ensure that the school can be cleaned to the required standard.  Staff will wipe surfaces down during the day after activities, following the advice on the Risk assessment and wearing the appropriate PPE equipment.  Cleaning staff will wipe these areas again when they clean the school at the end of the day/beginning of the following day.  The Site Supervisor has a list on the large whiteboard outside the staffroom that is used as a checklist to ensure that everywhere has been cleaned whether this is required daily or weekly. The Site Supervisor and the cleaning staff have a responsibility to ensure that this is completed on a regular basis so that all staff in school can see that the cleaning schedule is being adhered to.  See above.  The Bursar and the Site Supervisor have been in regular contact and supplies have been and will continue to be ordered to ensure that school has adequate cleaning materials at all times  The school staff would be expected to clean the resources if these had to be shared throughout the day, but we are organising resources that **WILL NOT** be shared in any one day.  If another group needed the resources, they would be cleaned at the end of the day and left unused and out of reach for a period of 48 hours (72 hours for plastics), ready for the next group. This would be decided amongst the staff themselves.  Laptops will be available for groups of children and these will be cleaned after use. A timetable will be agreed amongst the staff regarding the use of these for a day and then it gives the staff chance to clean these and leave them to dry and remain untouched ready for another group of children the following day.  All classes will be of no more than 30 children – apart from Year 6 where there will be 31 and they will remain in their bubble and these bubbles will not mix.  Staff within these bubbles will not mix with other bubbles either.  At regular times during the day, the tables will be wiped eg during playtime, lunchtime and at the end of the day.  In KS2 the toilets will be allocated as below :-  Year 3 and 4 – KS2 Girls Toilet  One toilet each for Year 3 girls/boys and Year 4 girls/boys  Year 5 and 6 – KS2 Boys Toilet  One toilet each for Year 5 girls/boys and Year 6 girls/boys  In KS1 the toilets will be allocated as boys and girls toilets for the three year groups.  Hand washing facilities will be shared and these will be sprayed every hour with disinfectant and a log kept – located outside the toilets. TAs will be placed on a rota to complete this task wearing appropriate PPE equipment eg gloves, apron and paper mask.  There is a hand sanitiser in the foyer, one by the photocopier, one outside the staffroom and another one in the office. Small bottles of hand sanitiser are available for staff in every classroom and teaching area.  All other areas are accessible to soap and water hand washing facilities.  Children in play areas will be allocated their own specific area to play in as detailed below :-  Reception – Reception Play area  Year 1 – KS1 playground – cordoned off  Year 2 - KS1 playground – cordoned off  Year 3 – The Bay Horse Playground - cordoned off  Year 4 – The Bay Horse Playground - cordoned off  Year 5 – KS2 Playground - cordoned off  Year 6 – KS2 Playground - cordoned off  These can be swapped around on a weekly basis in consultation with staff.  If equipment is required by another group, this will be disinfected at the end of the day and left unused and out of reach for a period of 48 hours (72 hours for plastics), ready for the next group. This would be decided amongst the staff themselves.  All playground equipment eg the trim trail and gym equipment is still unavailable for the time being and will be taped off.  Staff must disinfect lunchboxes brought from home with spray disinfectant before they are taken in the classrooms where they will be store safely.  The keypad at the front door will be sanitised regularly throughout the day, but especially after opening in the morning, lunchtime and in the evening.  Staff are encouraged to use the hand sanitiser at the front door before using the entry system in order to reduce contamination.  The Site Supervisor and the staff have been emailed this document and a copy of it is placed outside the Site Supervisor’s Office and the staffroom for reference.  School has gloves, masks and aprons for everyone, including full face shields so that there are plenty of resources available to use in school.  Every classroom has a box, as does the staffroom. There is equipment available to use at lunchtime as well with the First Aid facilities.  Red bags are in stock to ensure all staff are able to distinguish cleaning materials used where there may have been a suspected case of COVID-19.  The waste will be stored securely outside by the side of the Year 4 classroom.  The waste will be stored securely outside by the side of the Year 4 classroom. |
|  | Yes  No  Partial |
| Consider documenting the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff & parents. | Yes  No  Partial |
| Discuss with cleaning staff about additional cleaning requirements and agree additional hours to allow for this as necessary. | Yes  No  Partial |
| Discuss cleaning supply requirements with your cleaning staff and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time. | Yes  No  Partial |
| If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand. | Yes  No  Partial |
| Consider limiting or restricting use of high-touch items and equipment, for example, printers. | Yes  No  Partial |
| Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group. | Yes  No  Partial |
| If not possible to designates toilets to each group a frequent cleaning regime must be implemented with frequent wiping down of high touch surfaces such as taps, toilet flush, dryers and door handles. | Yes  No  Partial |
| Consider how sanitisers will be dispensed. Decanted spray bottles must be clearly labelled to identify the contents and must be kept out of the reach of children at all times. | Yes  No  Partial |
| Play equipment must be cleaned between different groups of children using it.  Lunchboxes brought from home must be disinfected as they come into school. | Yes  No  Partial |
| Electronic entry systems and keypads must be regularly sanitised particularly first thing in the morning and where possible after each use. | Yes  No  Partial |
| Ensure that COSHH risk assessment are in place for cleaning products and that all staff are instructed in the safe use of chemicals and PPE requirements. [(LCC COSHH Guidance)](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=15227&e=e) | Yes  No  Partial |
| Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'. | Yes  No  Partial |
| Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19. | Yes  No  Partial |
| Ensure there are adequate disposal arrangements in place for cleaning materials used in areas where there has been a suspected case of COVID-19. | Yes  No  Partial |
| Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed in the general waste. | Yes  No  Partial |

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| **Topic** | **Hygiene** |
| **Objective:** To help everyone keep good hygiene throughout the day  Decide the approach to enhance hygiene (for example, toilet use, hand washing) and policy related to usually shared items (for example, books, toys, practical equipment). (Key Action from Government Framework) | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Review information posters on site and ensure there are sufficient posters in place appropriately sited to promote hygiene messages on handwashing and 'catch it, bin it, kill it', including in reception areas to remind visitors and contractors.  [Coronavirus (COVID-19): guidance for educational settings (poster)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf) | Yes  No  Partial | Posters are displayed throughout school on corridors and in toilet areas for both staff and pupils.  The staffroom and Office area, as well as the foyer have posters displayed as well.  All areas eg classrooms, offices and staffroom have tissues so that all children and staff have tissues readily available to them.  Children are used to a more frequent hand washing regime whilst they have been in school.  Children entering school in September will be exposed to far more hand washing and the staff now have a routine that they are familiar with following.  Hand towel bins are emptied at the beginning of every afternoon and in the evening.  If classroom bins are overflowing staff must empty and place by the Site Supervisor’s room ready for him to dispose of.  Hand towels have been ordered to ensure school has enough and these will be filled up twice a day, once after lunch. If the dispensers are empty, staff have access to the Site Supervisor’s room so that these can be replenished if needed.  There is hand sanitiser in the office, the foyer, outside the staffroom and by the photocopier. These are placed high up away from the use of children.  All classrooms have hand sanitiser which is stored safely. |
| Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils. | Yes  No  Partial |
| Put in place a system for more frequent and routine handwashing. - Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly. | Yes  No  Partial |
| Consider the need to provide more waste facilities and in particular the need to increase the frequency of empting hand towel bins in the toilets. Ensure that paper towels well stocked. | Yes  No  Partial |
| Consider the most appropriate locations to place hand sanitiser where hand washing is not practical, for example in reception and near high touch areas such as the printer/photocopier. | Yes  No  Partial |

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| **Topic** | **Class Cohort - mixing** |
| **Objective:** To reduce the likelihood of spreading the virus from person to person by limiting contact between people | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). | Yes  No  Partial | Classes will be in bubbles of no more than 30, apart from Year 6 where there will be 31.  Reception – Reception Classroom – CF, AR  Year 1 – Year 1 Classroom – TJ, MC, AG  Year 2 – Year 2 Classroom – NMc, EH, JM  Year 3 – Year 3 Classroom – BL, SB, JA  Year 4 – Year 4 Classroom – NH, RT, ML  Year 5 – Year 5 Classroom – RG, KB, GD, LL  Year 6 – Year 6 Classrrom – LH, AW, KR  JMy/AG – to cover PPA time outside to promote Outdoor Learning.  This would not be the case unless in a case of illness. However, the other staff already in the bubble would be able to teach the class for that specific time.  Children will remain in these bubbles throughout their time in school and, the staff will remain in the same bubbles as well.  There will be staggered break times and lunchtimes to minimise the risk of mixing with other groups.  Children will remain in these bubbles throughout their time in school and, the staff will remain in the same bubbles as well.  Children will remain in these bubbles throughout their time in school and, the staff will remain in the same bubbles as well.  Cleaning will take place throughout the day by the school staff and at the end of the school day or the beginning of the following day by the school cleaning staff.  In KS2 the toilets will be allocated as below :-  Year 3 and 4 – KS2 Girls Toilet  One toilet each for Year 3 girls/boys and Year 4 girls/boys  Year 5 and 6 – KS2 Boys Toilet  One toilet each for Year 5 girls/boys and Year 6 girls/boys  In KS1 the toilets will be allocated as boys and girls toilets for the three year groups.  Hand washing facilities will be shared and these will be sprayed every hour with disinfectant and a log kept – located outside the toilets. TAs will be placed on a rota to complete this task wearing appropriate PPE equipment eg gloves, apron and paper mask.  Staff will monitor the use of the toilets and allocated times will be given to take the whole group to the toilet. However, for those children needing the toilet in between times, a member of staff will escort this child and ensure that no other child is in the toilet from another group.  If the circumstances should become impossible for school to manage, then discussions with the Chair of Governors and the LA would take place. |
| If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher. | Yes  No  Partial |
| Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) ensure that children are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days. | Yes  No  Partial |
| Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, that these stay the same during the day and on subsequent days. | Yes  No  Partial |
| Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. | Yes  No  Partial |
| If possible different toilets should be designated to different groups. However where this is not possible a frequent cleaning regime must be implemented (see cleaning). | Yes  No  Partial |
| Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time. | Yes  No  Partial |
| Each setting’s circumstances will be slightly different. Any setting that cannot achieve these bubbles of 30 at any point should discuss options with their Chair of Governors and the local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school | Yes  No  Partial |

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| **Topic** | **Circulation around school** |
| **Objective:** To reduce the likelihood of spreading the virus from person to person by limiting contact between people | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Consider if it is possible to access rooms directly from outside where possible without the need to go through other parts of the School. | Yes  No  Partial | Where possible, groups of children will access the classroom from an outside door.  Reception – 9.00am KS1 end of corridor Fire Door  Year 1 – 9.00am – Year 1 Patio door  Year 2 – 9.00am – Year 2 Patio door  Year 3 – 8.50am – Year 3 Fire Door  Year 4 – 8.50am – The Bay Horse Entrance Door  Year 5 – 8.40am – The Bay Horse Entrance Door  Year 6 – 8.40am - Year 6 Fire Exit Door  Sticky tape is used to divide the corridor into two to keep groups apart and to use a one way system.  Staggered breaks will be used :–  Reception:–  Entry to school – 9.00am – KS1 end of corridor Fire Door  Break time am – 10.20am- Reception playground area  Lunchtime – 12.00 noon – playtime in the Reception playground area and 12.30 lunch in the school dining room  Afternoon session - 1.10pm - Reception classroom  Break time pm – 2.10pm - Reception playground  Collection for home – 3.20pm – KS1 end of corridor Fire Door  Year 1 :–  Entry to school – 9.00am – Patio Year 1 door  Break time am – 10.20am – KS1 playground (cordoned off)  Lunchtime – 11.55am –lunch in the school dining room and playtime in the KS1 playground (cordoned off)  Afternoon session – 1.10pm – Year 1 classroom  Break time pm – 2.10pm - KS1 playground (cordoned off)  Collection for home – 3.20pm – Patio Year 1 door  Year 2 :–  Entry to school – 9.00am – Patio Year 2 door  Break time am – 10.30am – KS1 playground (cordoned off)  Lunchtime – 11.55 – lunch in the dining hall and playtime in the KS1 playground (cordoned off)  Afternoon session – 1.10pm – Year 2 classroom  Break time – 2.20pm KS1 playground (cordoned off)  Collection for home – 3.20pm – Patio Year 2 door  Year 3 :–  Entry to school – 8.50am – Year 3 Fire Exit door into Year 3 classroom  Break time am – 10.20am – The Bay Horse Playground – cordoned off  Lunchtime – 12 noon - lunch in the school hall and playtime on the Bay Horse Playground – cordoned off  Collection for home – 3.10pm – Year 3 Fire Exit door  Year 4 :–  Entry to school – 8.50am – The Bay Horse Entrance Door  Break time am – 10.30am – The Bay Horse Playground – cordoned off  Lunchtime – 12 noon - lunch in the school hall and playtime on the Bay Horse Playground – cordoned off  Collection for home – 3.10pm – The Bay Horse Entrance Door  Year 5 :–  Entry to school – 8.40am – The Bay Horse Entrance Door  Break time am – 10.20am – KS2 Playground – cordoned off  Lunchtime – 12 noon - lunch in the school hall and playtime on the KS2 Playground – cordoned off  Collection for home – 3.00pm – The Bay Horse Entrance Door  Year 6 :–  Entry to school – 8.40am – Year 6 Fire Exit door into Year 6 classroom  Break time am – 10.30am – KS2 Playground – cordoned off  Lunchtime – 12 noon - packed lunch in the school hall and playtime on the KS2 Playground – cordoned off  Collection for home – 3.00pm – Year 6 Fire Exit door  Social stories will be used, alongside other resources to help children to transition and understand the new routines.  Groups will be kept apart as much as is possible and will follow strict routines to avoid contact with other groups. |
| Consider if it is possible to have 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. | Yes  No  Partial |
| Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. | Yes  No  Partial |
| It is recognised that some children will need additional support to follow these e.g. routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). | Yes  No  Partial |
| While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. | Yes  No  Partial |

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| **Topic** | **Lunchtime** |
| **Objective:** To reduce the likelihood of spreading the virus from person to person by limiting contact between people | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Lunch breaks should be staggered. | Yes  No  Partial | See above for more details.  Children in KS1 will eat in the dining hall and KS2 children will eat in the school hall and then go out to their designated play areas with a specified member of welfare staff :-  Reception – Group A – Mrs Nelson  Year 1 – Mrs Ellis  Year 2 – Mrs Kearton  Year 3 – Mrs Millwood  Year 4 – Miss Thornton  Year 5 – Mrs Day  Year 6 – Mrs Taylor  Extra staff will wipe down the hall area once a group of children have finished eating, before another group of children arrive - JA/MC - LL as an extra  Staff will take it in turns to supervise corridors for First Aid should children need it. This will be done on a rota basis.  Children will remain in their seats with their allocated welfare member of staff until all the children are ready to leave the room. The tables will then be wiped as above before another bubble enter the room.  If there is an issue, the children will be able to eat in the classrooms but this is not what we are envisaging having to do.  School meals will be provided by LCC for the children who request them.  KS1 will eat in the dining room (staggered) and KS2 children will eat in the school hall (staggered). |
| If a shared area such as dining hall is to be used for lunches then it must only be used at reduced capacity. | Yes  No  Partial |
| Children must enter and leave the dining area in the groups they are already in. | Yes  No  Partial |
| If such measures are not possible, children should be asked to bring their lunches into their classrooms. | Yes  No  Partial |
| Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed. | Yes  No  Partial |

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| **Topic** | **Classroom Environment** |
| **Objective:** To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. | Yes  No  Partial | All furnishings or furniture not required have been removed from the classroom.  Soft toys and furnishings not required have been removed from the classrooms.  Resources have been stored in storerooms in classrooms and on corridors where children do not have access to them.  They are safe and are posing a fire risk.  All resources have been stored safely.  The Site Supervisor will only move furniture if he is able to do so, otherwise a number of staff will help each other move furniture.  Staff will ensure that there is ventilation in the rooms they are working in all the time. If possible, a window on either side of the room will be opened to ensure air travels through the classroom. |
| Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts. | Yes  No  Partial |
| **Fire Risks**  The School must take into account fire risks when considering storage options for furniture & resources. Items should not be stored in higher risk areas such as the boiler room. | Yes  No  Partial |
| Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points.  [Fire Safety for schools during Covid-19](https://schoolsportal.lancsngfl.ac.uk/corporate/web/viewdoc.asp?id=141577) | Yes  No  Partial |
| **Manual handling**  When moving furniture & resources ensure that you have considered the risks associated with manual handling, assessing the task, the capabilities of individual carrying out the task, the load & the environment before moving, lifting or carrying items. Heavy and/or bulky items should not be stored at height.  [LCC Manual Handling Guidance](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=16154&e=e) | Yes  No  Partial |
| **Ventilation**  Establish systems to enable the school to be well ventilated with fresh outdoor air, for example the opening of doors and windows.  Switch air handling units with recirculation to 100% outdoor air. | Yes  No  Partial |

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| **Topic** | **Outdoor Provision** |
| **Objective:** To limit the transmission of the virus by being in the open air in wide open space. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible. | Yes  No  Partial | Children will use the same playground area for breaks and lunchtime.  Outdoor learning will be encouraged throughout the day and the children will use the same areas assigned to them.  PPA cover will be taken by staff who are trained to lead Outdoor learning. They will be the only staff mixing in bubbles, but PPA time will always be taken outside.  If the children are to swap playground areas on a rota basis this would only be done on a weekly basis. All equipment will be disinfected for the following week following a 48/72 disinfectant regime.  All groups of children will have designated areas to play in and will be encouraged to stay away from each other.  Years 1 and Year 2 will play in the same playground, but they will be segregated from each other with tape.  Years 3 and Year 4 will use the KS2 area, but they will be segregated from each other with tape.  Years 5 and Year 6 will use the KS2 area, but they will be segregated from each other with tape.  See above. |
| However, outdoor equipment **should not** be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. | Yes  No  Partial |
| Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time. | Yes  No  Partial |
| Children from other groups should not mix or get too close to each other. | Yes  No  Partial |
| Children from other groups must not play games or sports with each other. | Yes  No  Partial |

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| **Topic** | **Shared Resources** |
| **Objective:** To prevent transmission of the virus by touching contaminated surfaces. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| The School should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. | Yes  No  Partial | Reading books and library books will be sent home on a Monday and only changed on a Friday, when the books used during the week can be left for over 72 hours for use the following week. Staff will direct parents to online reading activities for over the weekend.  Staff will be able to take home resources which are required to plan or work from.  All the children will have been made a pack of stationary that they will use in school for the time being.  Staff will ensure that they actively encourage the children to keep resources out of their mouths at all times.  Children will only use resources allocated to their group at any one time. Once these resources have been finished with, the resources will be disinfected ready for other children to use following the 48/72 hour rule.    It will be up to individual staff to liaise on this every day.  All surfaces in the area the children are working in, will be disinfected on a far more regular basis than once a day. Areas eg tables etc…should be disinfected at the end of every session. |
| Take steps to prevent the sharing of stationery (pens & pencils) and other equipment where possible. Children must be actively encouraged not to put items in their mouths such as the end of a pen etc. | Yes  No  Partial |
| Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person. | Yes  No  Partial |

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| **Topic** | **Drop off/Pick up** |
| **Objective:** To minimise adult to adult contact during pick up and drop off | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| Arrangements should be made to minimise adult to adult contact during drop off and pick up For example;   * Allocating a drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact, for example, which entrance to use. * Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. | Yes  No  Partial | All children and parents have been given specific allocated dropping off and picking up areas in school. They will be encouraged to use these in the most sensible way and parents will be reminded not to stay and chat to other parents or allow their children to play with others in the school grounds in order to reduce contact with others.  Parents will be informed in a letter regarding the fact that only one parent is able to accompany their child on drop off and pick up. |

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| **Topic** | **Pupil Transport** |
| **Objective: To** prevent transmission by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
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| If the school arranges transport for pupils, consider arranging staggered arrival and departure times to reduce the numbers of children entering or leaving the building at the same time. | Yes  No  Partial | N/A  N/A  N/A  N/A |
| Seek assurances that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. | Yes  No  Partial |
| Seek assurances that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers. | Yes  No  Partial |
| Consider additional control measures such as PPE to reduce the risk of transmission if social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. | Yes  No  Partial |

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| **Topic** | **Staff travelling to work** |
| **Objective:** To prevent transmission of the virus by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| Wherever possible staff should walk or cycle to work or use private transport to maintain isolation from the public when commuting. | Yes  No  Partial | Staff have been informed of this information via a Zoom meeting in July.  Staff have been informed of this information via a Zoom meeting in July.  Face masks must be removed and disposed of according to Government Guidelines, either in a closed top bin or if a material mask, in a plastic bag and then in a handbag etc..  Staff have been informed of this information via a Zoom meeting in July.  Staff will be able to use the hand sanitiser in the foyer, at the photocopier, outside the staffroom, in their classrooms and in all the teaching areas, but there is also access to soap and water in the staff toilets and in the staff room. |
| If public transport **cannot** be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks. | Yes  No  Partial |
| On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control. | Yes  No  Partial |

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| **Topic** | **Staff areas** |
| **Objective:** To maintain social distancing between individuals when they are at their workstations. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| **Staff room**  Where possible break times should be staggered to limit the number of staff in the staffroom at one time. | Yes  No  Partial | Breaks will be staggered and so not everyone will be free at the same time.  If the staffroom is not accessible, staff should consider using the outdoor quad area by the side of the Year 4 classroom for their lunch or breaks. There are benches available which have been pushed to the sides of the quad to ensure space between the staff.  Staff have been informed of this information via a Zoom meeting in July.  They will be asked to remain in school during the lunch period to ensure they are limiting contact with others outside the workplace.  There are three fridges in school. One in the Office, one in the staff room and one in the Rainbow room.  Staff are asked to consider others when placing food in fridges.  Seating in the staffroom has been rearranged so that chairs are pushed further away from each other. Staff should only sit on black chairs to ensure some space has been placed between others.  All staff have lockers in their classroom. Staff should either use the lockers for their personal items or should place them in their classroom stockroom away from the children and other staff’s belongings. |
| Consider alternative spaces that could be used for breaks, such as an unused classroom or safe outside areas to enable staff to limit contact with others. | Yes  No  Partial |
| Staff should be encouraged to stay on site during the working day to limit contact with others outside of the workplace. When this is not possible social distancing rules must be observed. | Yes  No  Partial |
| Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to-face interactions. | Yes  No  Partial |
| Personal items and clothing should be stored in personal storage spaces, for example, lockers. | Yes  No  Partial |
| **School Office**  Review layouts and processes to allow people to work further apart from each other including consideration of installation of Perspex screens in open reception areas. | Yes  No  Partial | Office staff will speak to parents, children, staff and visitors through the glass windows on either side of the Office.  Desks are arranged in such a way that staff are aware of the need to remain two metres apart, but within the bubbles, this might not always be possible.  Desks are arranged in a way that staff are working far enough away from each other and are not facing each other during their working hours.  This is not necessary in the office area.  Social distancing will be of the upmost importance in the office as it is not large enough to accommodate two staff and any staff wanting access to the office.  A notice has been placed on the door of the office informing staff to remain outside the office area.  There are no shared workstations in the office and any other staff will be discouraged from coming into the Office to work in there.  Other work areas in school will be disinfected when finished with and disinfected by the cleaning team at the end of the day or the next morning before work.  Any staff on PPA will be encourage to work at home during this period. |
| If required use floor tape to mark areas to help workers keep to a 2 metre distance. | Yes  No  Partial |
| Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face to face. | Yes  No  Partial |
| Use screens to separate people from each other where it is not possible to move workstations further apart. | Yes  No  Partial |
| Manage occupancy levels to enable social distancing. | Yes  No  Partial |
| Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment. | Yes  No  Partial |

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| **Topic** | **Meetings** |
| **Objective:** To reduce transmission due to face to face meetings and maintain social distancing | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| Remote working tools should be used when possible to avoid face to face meetings. | Yes  No  Partial | Zoom staff meetings and SLT meetings have been taking place but from September, staff meetings and SLT meetings will be taken in a room where social distancing measures can be adhered to.  Governor meetings have taken place via phone calls. This will continue.  Meetings will begin to take place more on a face to face basis, but these will take place in a room large enough for the one metre plus distancing rule to be maintained.  Staff taking part in a face to face meeting, will be encouraged to bring their own pens and stationary so that things do not have to be shared.  Hand sanitiser will be provided in the meeting room.  When face to face meetings have to take place, the room will be well ventilated.  Floor signage would not be necessary as we would use the black chairs in the staffroom or a desk each in the classrooms. |
| Only absolutely necessary participants should attend meetings and should maintain at 1 metre plus separation throughout. | Yes  No  Partial |
| Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room. | Yes  No  Partial |
| When possible to do so hold meetings outdoors or in a well-ventilated room. | Yes  No  Partial |
| For areas where regular meetings take place, use floor signage to help people maintain social distancing. | Yes  No  Partial |

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| **Topic** | **Emergency Response** |
| **Objective:** To prioritise safety during incidents | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| **Emergency Arrangements**  Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing. | Yes  No  Partial | All areas within school have emergency exit details to ensure they are aware of the means of escape in the event of a fire.  There is an updated fire evacuation procedure which has been completed during the COVID-19 pandemic. Staff are aware of this.  The Lockdown procedure has been updated in line with the COVID-19 pandemic.  Staff are aware of this and about different responsibilities.  Any new details will be written up on the whiteboard along with the daily information that staff need to be informed of.  Noted in the emergency fire procedures.  Staff will be informed on this in via Zoom in July 2020.  There is a notice by the side of the First Aid station in school and notices placed in all the First Aid boxes informing the staff of this.  Staff will be informed on this in via Zoom in July 2020.  The document is situated in the First Aid area of school.  12 boxes of PPE have been made up and have been placed in all classrooms and other rooms such as the staffroom, the office, the PPA Room, and the Rainbow Room.  It is up to the staff to inform the office when equipment from these boxes has been used so that it can be replaced.  The First Aid Risk Assessment has been amended, sent to all staff and there is a copy in the First Aid area of school. |
| Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities. | Yes  No  Partial |
| Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing. | Yes  No  Partial |
| Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities. | Yes  No  Partial |
| If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown. | Yes  No  Partial |
| In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so.  [Fire Safety for schools during Covid-19](https://schoolsportal.lancsngfl.ac.uk/corporate/web/viewdoc.asp?id=141577) | Yes  No  Partial |
| **First Aid**  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands for at least 20 seconds. | Yes  No  Partial |
| First Aiders must follow the government guidance for [First Responders](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) which includes guidance on PPE, providing assistance to unwell individuals etc. | Yes  No  Partial |
| Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks. | Yes  No  Partial |
| Schools should review their [First Aid Needs Assessment](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=14965&e=e#anchor67335) prior to 1 June taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 2 metre distance cannot be maintained. | Yes  No  Partial |

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| **Topic** | **Managing individual displaying symptoms** |
| **Objective:** To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms  [Coronavirus (COVID-19): guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19) | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| Minimise contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or who have someone in their household displaying symptoms, who does, do not attend childcare settings, schools or colleges. | Yes  No  Partial | Parents, staff and children have been informed that if they are unwell, they MUST follow the Government guidelines for self isolating.  These will be kept in the PPE boxes situated around the school and used by the staff accordingly to protect the staff dealing with the situation.  These will be kept in the PPE boxes situated around the school and used by the staff accordingly to protect the staff dealing with the situation.  These will be kept in the PPE boxes situated around the school and used by the staff accordingly to protect the staff dealing with the situation.  Supplies have been located from suppliers who have stock for this need.  We would approach our local resilience forum if this was necessary. |
| If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. | Yes  No  Partial |
| If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. | Yes  No  Partial |
| If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn. | Yes  No  Partial |
| Education settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum. | Yes  No  Partial |

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| **These will be Topic** | **Contractors and visitors** |
| **Objective:** To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| **Contractors**  Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies or hygiene suppliers. | Yes  No  Partial | The Site Supervisor and cleaners as well as the kitchen staff and LCC catering have already been informed of our plans for opening in September 2020.  Only essential visitors will be allowed access to the site in September and this may well be organised for when the children and staff have left the premises.  Only essential visitors will be allowed access to the site and this may well be organised for when the children and staff have left the premises.  Only essential visitors will be allowed access to the site and this may well be organised for when the children and staff have left the premises.  Work on the Year 6 subsidence will be completed over the summer holidays when there will be no children on site.  Remote signage is visible in the foyer for all visitors into school, including parents.  This has been completed and placed in the contractor’s handbook available for them in the foyer.  Office staff have completed this and there are copies available for contractors.  There is hand sanitiser available in the foyer for visitors.  The Office staff ensure that contractors who have to visit site, do not pass staff or children unless absolutely necessary.  Remote signage in is now available for anyone visiting the school. |
| Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access. | Yes  No  Partial |
| The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window. | Yes  No  Partial |
| Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services after school hours. | Yes  No  Partial |
| Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. | Yes  No  Partial |
| Review the contractor site rules to include hygiene and social distancing requirements. | Yes  No  Partial |
| Consider how essential contractor information can be conveyed such as the asbestos survey whilst adhering to strict hygiene rules. For example, laminate key information and instructions to enable it to be wiped down following use. | Yes  No  Partial |
| Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building. | Yes  No  Partial |
| Where possible use alternative points of access to limit the areas that contractors must pass through. | Yes  No  Partial |
| Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens. | Yes  No  Partial |
| **Deliveries**  Devise cleaning procedures for goods and merchandise entering the site. | Yes  No  Partial | The Office staff will wipe down deliveries entering site if appropriate.  There is hand sanitiser available in the Office for the Office staff.  The Office staff will try and consider this when ordering for school, especially uniform and general capitation.  The Office staff have thought about this and decided that drop off in the foyer is better for them to then collect unless the delivery is large and this will need to be brought in by the delivery men on a palette. |
| Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical | Yes  No  Partial |
| Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often. | Yes  No  Partial |
| Review pick-up and drop-off collection points, procedures, signage and markings. | Yes  No  Partial |

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| **Topic** | **Communication** |
| **Objective:** To ensure people understand COVID 19 related safety procedures. | |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| Consider what guidance and training is required for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. This includes information and instruction on the use and disposal of PPE.  Posters and Videos are available showing [how to don and doff PPE](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) | Yes  No  Partial | Staff are well aware of the new guidance, enforcing new routines well with the young children.  All staff will have been advised on the instruction and safe disposal of PPE equipment via Zoom in July 2020. |
| Establish reception staff responsibilities relating to COVID-19 and the communication of procedures.  Provide any necessary training for reception staff on revised visitor site rules & procedures. | Yes  No  Partial | There will be two Reception staff working with the Reception children. One of these staff has worked in school since June 2020 with Reception children and is aware of the responsibilities and procedures.  The new staff member will be emailed this Risk assessment and taken through it on her first day at the school.  All visitors and contractors will be discouraged to use the site unless absolutely necessary.  If necessary, they will enter the school site and visit the Office where staff will either deal with the query or escort the visitors to the place they need to frequent.  Staff were sent the Government Guidance week beginning 13th Jun 2020.  Staff will be updated with information in different ways including email, zoom staff meetings, notices on the whiteboards around the school.  Staff will be updated with information in different ways including email, zoom staff meetings, notices on the whiteboards around the school.  Staff will be informed via email and alongside the email, will be all the necessary guidance to ensure that the start of the new term goes as smoothly as possible. Staff will be expected to read the information and will have to inform me when they have done so, so that I have a record of this.  A procedure has been written to ensure that all staff are aware of what to do should staffing levels fall below a safe level. This includes what to do if this happens during the day whilst they are at work, or what procedures to follow should the staffing levels drop overnight and how they will be informed of this and expectations of them after being notified. |
| Review entry and exit routes for visitors and contractors to minimise contact with other people. | Yes  No  Partial |
| Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms. | Yes  No  Partial |
| Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working. | Yes  No  Partial |
| Engage with staff through existing communication routes to explain and agree any changes in working arrangements. | Yes  No  Partial |
| Develop communication routes and training materials for staff prior children returning in September. | Yes  No  Partial |
| Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured. | Yes  No  Partial |

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| **Topic** | **Additional considerations for Early Years Settings** |

| **Guidance to consider** | **Action taken to mitigate the risk of infection?** | **Comments /actions to be taken forward /**  **and/or additional controls required**  Where No or Partial, note action required |
| --- | --- | --- |
| Early years settings should consider how they can keep small groups of children together throughout the day. | Yes  No  Partial | Children will be grouped together in small groups of no more than 30, apart from Year 6 where there will be 31.  The groups of children will be kept apart and will be taught by separate members of staff, play in a separate playground and be dropped off and collected from a different entrance.  The mixing of larger groups will not apply at Baines VC School.  The temporary cap will not be necessary for the Reception children as there are only 30 in the class.  Soft furnishings and soft toys that the staff do not feel are necessary have been removed and stored safely.  All groups are being kept apart and resources are being used only for that group at any one time. Should resources need to be shared, this will only be done on a weekly basis when there has been adequate time to thoroughly disinfect the equipment. |
| Where at all possible groups of children should not mix. | Yes  No  Partial |
| Where the physical layout of a setting does not allow children to be kept in small groups, and/or to avoid mixing of children between groups, we expect Early Years Settings to exercise judgement in ensuring the highest standards of safety are maintained. | Yes  No  Partial |
| In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups. | Yes  No  Partial |
| Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away. | Yes  No  Partial |
| Multiple groups of children cannot use play equipment simultaneously. | Yes  No  Partial |