

Spring 1 Covid-19 Risk Assessment Update

It is important that it is recognised that all schools will face different challenges dependent on a range of factors such as class sizes, classroom sizes, location and size of dining areas and drop off/pick up points. With that in mind there will absolutely be a requirement for schools to consider the appropriate controls and add further controls that are suitable for the school's individual factors.

This risk assessment is not exhaustive and is flexible and fluid.

It is recognised that the guidance below is not an absolute. Some situations that arise in various schools may need additional advice from the local authority, however this should help with the planning process and documentation of risk assessment.

We have cross referenced this document with the health and safety related comments from NEU.

The advice within this document is primarily taken from:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The following 6 sections contain a drill down of the guidance where prevention is the aim. There are 6 distinct sections that Government guidance has given, and we have tried to break these down to help you with decision making. Many of these controls will already be in place in your setting. The biggest changes will be around social distancing and "Bubbles" The risk assessment document focuses on controls to minimise the spread of Covid-19.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>Communicate the message to staff, pupils and families that they must self-isolate at home and not visit the setting if:</p> <ul style="list-style-type: none">• You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
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	<ul style="list-style-type: none"> • You're waiting for a coronavirus test result • You've tested positive for coronavirus – (this means you have coronavirus) • You live with someone who has symptoms, is waiting for a test result or has tested positive • Someone in your support bubble has symptoms, is waiting for a test result or has tested positive • If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days after your symptoms start, unless you have further symptoms: see link below.</p> <p>If you test positive without symptoms you will usually need to self-isolate for at least 10 days from the test date.</p> <p>If you live with someone who has symptoms or tests positive without symptoms, you'll usually need to self-isolate for 10 days after the start of their symptoms or the test date if they did not have symptoms.</p> <p>If someone in your support bubble has symptoms or tests positive without symptoms, you'll usually need to self-isolate for 10 days. after the start of their symptoms or the test date if they did not have symptoms.</p> <p>Ref: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '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 (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>
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	<p>PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. If they require medical support or advice, they should contact NHS 111 who will respond to their concern accordingly.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)</p>
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<p>2: Clean hands thoroughly more often than usual</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with liquid soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly Liquid soaps rather than bar soaps should be used Hand sanitiser should at a minimum contain 60% alcohol supervision 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 can be used as an alternative building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them
<p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Maintaining frequent hand washing</p> <p>Provision of handwashing facilities in the workplace.</p>	<ul style="list-style-type: none"> the availability of liquid soap and hot water in every toilet (and if possible, in classrooms) the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment the location of lidded bins (with foot pedal operation if possible) in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly Ensuring paper towels for hand drying are available or hand dryers are functioning correctly.

<p>4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and</p>	<p>Points to consider and implement:</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ Rooms to be fogged once a week ○ frequently touched surfaces being cleaned more often than normal, such as bathrooms, grab-rails in corridors and door handles ○ A routine that includes cleaning with warm soapy water before disinfecting. Alternatively a combined detergent/disinfectant solution (eg Chlor clean) can be used. • 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 <p>When cleaning an area where someone with suspected/confirmed Covid-19 has been present, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, stored securely for 72 hours, and then thrown away in the regular rubbish after cleaning is finished. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), or a risk assessment of the setting indicates that a higher level of virus may be present (for example, a setting where unwell individuals have slept such as a boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. Wash hands regularly with soap and water for 20 seconds, also after removing gloves, aprons and other protection used while cleaning.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p>

	<p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> children’s ability to distance the lay out of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement.</p> <p>How to group children</p> <p>The government have not laid out a defined number for bubbles. This should be considered within each individual setting taking into account: space, layout and social distancing where possible.</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used to date in recognition that children, especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as</p>
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	<p>possible. We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p>
6. Where necessary, wear appropriate personal protective equipment (PPE)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it</p>
Resources to consider.	<ul style="list-style-type: none"> posters (for example, to encourage consistency on hygiene and keeping to own group) https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus Liquid soap for sinks, and where there is no sink nearby, hand sanitiser (minimum 60% alcohol) in rooms/learning environments disposable paper towels cleaning products (standard products such as detergent, could consider combined detergent/disinfectant for ease of use)

	<ul style="list-style-type: none">• lidded bins (with foot pedal operation where possible)• tape for cordoning off areas and marking floor. Footprints to mark 2m safe distances.
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Location or address St Joseph's Catholic Primary School, Wallasey			Date: 10/1/2021		
Activity or situation Spring 1 2021			Reviewed February 2021 Ongoing Updates		
Hazard	Who may be harmed and how	(3) What controls exist to reduce risk	Likelihood	Severity	Risk total 1-25
Lack of social distancing at drop-off and pick-up point	All staff, pupils, contractors, and visitors	<p>Implement social distancing measures in line with government guidance and communicate these with parents and all staff</p> <p>Stagger drop off and pick up times to ensure parents and children can adhere to social distancing – especially in playgrounds/collection areas and other areas of congestion, including school gates and frontages on the highway. Consider allocating staff for queue management where possible.</p> <p>Use additional entrances if possible, to spread children at different points. Display social distancing signs.</p> <p>Implement one-way system within the school where possible. Consider how entering of lunchroom other shared spaces can be managed.</p> <p>Introduce a one-way walking system where possible to and from school to avoid parental cross over e.g. keep to the left, signage and markers can be effective.</p>	4	2	8
			(4) What action could you take to further reduce risk		
			<ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) <p>Communicate the message to staff, pupils and families that they must self-isolate at home and not visit the setting if:</p> <ul style="list-style-type: none"> You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) You're waiting for a coronavirus test result You've tested positive for coronavirus – (this means you have coronavirus) You live with someone who has symptoms, is waiting for a test result or has tested positive Someone in your support bubble has symptoms, is waiting for a test result or has tested positive If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days from the start of symptoms or the test date if you don't have symptoms.</p> <p>If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days from the start of their symptoms or their test date if they did not have symptoms.</p>		

	<p>Plan a communication time with Staff prior to opening to facilitate communication and test run procedures.</p> <p>Only allow those with appointments to enter the building – use signage to communicate this to anyone new visiting the school.</p> <p>Where possible staff meet students at the appointed gates and escort to classes to restrict parents from entering the playground areas.</p> <p>No parent to access/ enter the playground areas.</p> <p>Ensure parents are informed that drop offs/collections are restricted to one parent/carer.</p> <p>Marked zone for teachers to stand during pick up or drop off where required.</p> <p>Parents only able to access the school site in exceptional circumstances by appointment/sanctioned by the headteacher and SENCO</p> <p>Wherever possible communication must be by telephone, email, Dojo or ParentApp.</p> <p>Children and parents should be encouraged to walk or cycle to school where possible.</p> <p>If public transport is the only option, staff should think carefully about the times, routes and ways they travel to stay safe. Staff and parents should be advised to</p>			<p>If someone in your support bubble has symptoms, you'll usually need to self-isolate for 10 days from the start of their symptoms or their test date if they did not have symptoms.</p> <p>Ref https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p> <ul style="list-style-type: none">• tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend• tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)• Introduce a suggested 'one-way' walking system for parents and children to and from school to avoid congestion on footways to avoid compromising social distancing esp close to school. Consider additional signage and sending information (sketch/maps) to assist their understanding.• make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)• Parents dropping off late pupils should not enter the school building. Office staff will record late entries on their behalf.• ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers• talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).• Pick up and drop off times:- <table><tr><th>Year Group</th><th>Drop off</th><th>Pick up</th></tr><tr><td>F1</td><td>8.55</td><td>11.45</td></tr><tr><td>F2</td><td>8.45</td><td>15.00</td></tr></table>	Year Group	Drop off	Pick up	F1	8.55	11.45	F2	8.45	15.00
Year Group	Drop off	Pick up											
F1	8.55	11.45											
F2	8.45	15.00											

		use mandatory face coverings (not medical masks) if travelling by public transport				<table><tr><td>Yr1/2</td><td>8.50</td><td>15.10</td></tr><tr><td>Y3/4</td><td>9.00</td><td>15.20</td></tr><tr><td>Y5/6</td><td>9.05</td><td>15.30</td></tr></table> Siblings to leave at the earliest finish time.	Yr1/2	8.50	15.10	Y3/4	9.00	15.20	Y5/6	9.05	15.30
Yr1/2	8.50	15.10													
Y3/4	9.00	15.20													
Y5/6	9.05	15.30													
Lack of social distancing of children during classes	Staff and pupils	<p>Using the current Guidance as referenced at the top of this Risk assessment, Primary schools should consider keeping class groups together within their own “Bubble”. There is no defined number and so settings should take into account room sizes, staffing levels and social distancing where possible when making this decision.</p> <p>Keep class groups together within their own “Bubble” wherever possible as it is recognised that younger children cannot socially distance from staff and each other; the bubble will be a class size. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Bubbles will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Children will remain in their class groups for the majority of the classroom time, but may mix into wider groups for specialist teaching, (eg Phonics, Personal Best, ELSA) and wraparound care. Records will be maintained of any children who access an additional group.</p> <p>With the exception of the above there will no interaction between groups.</p>	4	2	8	<ul style="list-style-type: none">• organise small class groups, as described in the ‘class or group sizes’ section above• organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible• refresh the timetable:<ul style="list-style-type: none">○ decide which lessons or activities will be delivered○ consider which lessons or classroom activities could take place outdoors○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building○ stagger assembly groups○ stagger break times (including lunch), so that all children are not moving around the school at the same time○ stagger drop-off and collection times• plan parents’ drop-off and pick-up protocols that minimise adult to adult contact									

		<p>Sharing of rooms and social spaces between groups will be limited as much as possible.</p> <p>Refer to national guidance, which may change on this topic: /www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Classrooms will be arranged with forward facing desks where possible.</p> <p>All children will be allocated desks to reduce children touching surfaces others have touched.</p> <p>Desks will be located to keep as much distance as possible</p> <p>Ideally, adults should maintain 2 metre distance from each other (including within the staff room), and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Keep your classroom door and windows open if possible, for air flow. Installing door guards for key doors in building can be considered to ensure compliance with fire risk assessment. Talk to H&S team for more information.</p>				<ul style="list-style-type: none"> • Start and end times will be staggered between year groups by a short period to reduce volume at the entrance • ensure parents and carers are aware of recommendations on transport to and from school, which means reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times • using signage to guide parents and carers about where and when they should drop off and pick up their children - you will want to communicate this to parents in advance • Arrangements for staggered breaks or play times will be put in place so that ideally only one "Bubble" is in the same play area at any one time. Larger play areas will be segregated to keep bubbles apart. • in addition, early years groups in school should: <ul style="list-style-type: none"> ○ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
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		<p>Ensure regular hand washing is encouraged – set routines throughout the day when pupils wash their hands in addition to after using the toilet e.g. upon arrival in school, before lunch.</p> <p>Reduce tasks involving touching lots of varied shared equipment such as crafts</p> <p>Reduce the use of shared resources by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>All children will have allocated writing materials and workbooks.</p> <p>A set of Ipads will be allocated to year 4,5 and 6, years 1,2 and 3 will share the iPad trolley. iPads must be wiped down after each use.</p> <p>Computer suite to be used only under supervision and keyboards wiped down after use.</p> <p>Where possible, utilise wash basins within classrooms to limit risk of contact with other children</p> <p>Staggered use of cloakroom areas to promote social distancing.</p> <p>Lunch boxes to be stored on individual class trollies.</p> <p>Assemblies/collective worship to take place only with children within a ‘bubble’ or group.</p>				<ul style="list-style-type: none"> ○ remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere ○ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ○ Do not use soft modelling or play dough as can’t be effectively cleaned unless disposed after use by individual child, Avoid water play ○ Hold classes outdoor where possible.
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Toileting of younger students	Staff and pupils	<p>Ensure hand washing facilities are available and encourage children to wash hands after visiting the toilet. Ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>The sharing of toilet blocks will be minimised so that no more than 2 bubbles share the same facilities.</p> <p>Toilets be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Each classroom to be provided with hand sanitiser, paper towels and disposable wipes</p>	3	3	9	<ul style="list-style-type: none"> • Ensure regular checks are completed to ensure supplies do not run low? • Consider cleaning frequency and location of cleaning supplies.
Lack of social distancing during lunch time and lunch time provisions.	Staff and pupils	<p>Lunch times will be staggered to keep those entering the dining hall to a safe minimum. Only F2, KS1 and year 5 bubbles will use the Hall and will be allocated separate times.</p> <p>KS2 classes will eat their lunch in their classrooms. There will be staggered times for children in bubbles to collect their lunch from the servery.</p>	4	2	8	

		<p>Use floor markers if required to show distance points.</p> <p>Ensure children wash their hands before eating</p> <p>Ask students to toilet where possible before they have lunch to ease toileting pressure on lunch staff</p> <p>Where possible create a site map marking locations of play areas used by individual bubbles. This can show entry/exit and any one-way systems.</p> <p>For kitchen staff review times of start and finish to minimise numbers in one area at any one time. Consider if some preparation can be done at different times of the day to encourage social distancing where possible.</p> <p>Where start times cannot be changed consider the lay out of the kitchen. Is it possible to move equipment to offer different work surfaces to those preparing food.</p> <p>Kitchen staff should work side to side rather than face to face where possible. A face covering may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams, and partnering for close-up work, and increasing hand and surface washing.</p>				
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		<p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practice social distancing wherever possible <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>Prepacked lunches will be provided, or limited menu options to be pre-picked by children to reduce queue times and serving times. These will be delivered to bubbles in KS2.</p> <p>Consider cleaning of dishes/plates cutlery. Consider if this can be done once a group or "Bubble" has left dining area or if children can directly place cutlery</p>				
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		<p>into bowls of water containing detergent. KS2 classrooms will have a food disposal area shared between two bubbles. These will be monitored by welfare staff to ensure there is no queuing of pupils.</p> <p>KS2 classrooms will be cleaned by welfare assistant allocated to bubble</p>				
Lack of social distancing during break times	Staff and pupils	<p>Keep bubbles separate where possible in play areas.</p> <p>Stagger break and lunch times to keep bubbles apart. Use different play areas, or segregate play areas where possible to keep bubbles apart.</p> <p>Allocated play equipment per bubble, through play leaders or ensure cleaning regimes between each use from each bubble.</p> <p>Use tape, markers, or cones to show clear segregation of play areas to children. Review supervision at play times to keep groups or bubbles apart.</p> <p>Discuss measures with children so they understand the need to keep to their bubble.</p> <p>Where children may ordinary play with siblings that are in different groups consider discussing the need to be apart during the school day. This is to ensure all children understand the importance of staying in their groups as those without siblings may be confused.</p>	4	2	8	

Lack of safe distancing in staff areas.	Staff and pupils	<p>Reinforce expectations of social distancing behaviour amongst staff</p> <p>An additional staff room will be provided (Old Nurture room). Limit numbers in staff rooms where possible. Introduce separate rest room areas across school.</p> <p>Spread out seating to ensure social distancing is maintained</p> <p>Ensure staff do not share cups, and appropriately clean eating utensils. Dishes washed in the dishwasher when possible.</p> <p>Encourage staff to take fresh air at break times where possible.</p> <p>Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p> <p>Ensure staff do not enter the shared corridor outside of the toilet area if another member of staff is present in the corridor.</p> <p>Minimise the amount of staff on site during the day</p>	4	2	8	<ul style="list-style-type: none"> Where staff are unable to work from home they have been allocated a separate work area in school and advised to keep contact with staff to a minimum. Staff who are on rota in school have been allocated separate breakout areas to reduce pressure on the staff rooms.
Inadequate cleaning of areas following displays of suspected	Staff and pupils	<p>If a child becomes unwell and is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without</p>	2	4	8	


COVID symptoms		<p>adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the accessible bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In most cases, closure of the educational setting will not be needed but this will be a local decision with Public Health England based on various factors such as establishment size and risk of further spread.</p> <p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p>				
Unsafe disposal of PPE and face coverings		<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <u>guidance on cleaning for non-healthcare settings</u>.</p>	2	3	6	.

		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p>				
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		<p>Settings such as residential care homes or special schools that generate clinical waste should continue to follow their usual waste policies.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</p>				
Inadequate cleaning of premises (general)	Staff and pupils	<p>Use cleaning products that offer disinfecting qualities and are available through suppliers.</p> <p>A combined detergent/disinfectant (eg chlor clean) can be used for ease.</p> <p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Decide what an enhanced cleaning schedule looks like 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.</p>	2	2	4	<ul style="list-style-type: none"> • Caretaker to ensure hand sanitiser, soap and other welfare provisions available. • Caretaker to ensure regular checks are completed to ensure supplies do not run low. • Caretaker to clean frequently touched surfaces in all areas including toilets after all children have arrived in the morning. • Caretaker to check corridor sinks and clean away any overflowing bins.

Unsafe crossing of roads near school	Staff and pupils	<p>Consider information to parents to ensure pedestrian crossings are used where possible.</p> <p>Remind parents of critical worker and vulnerable children to take care on road ways if patrol escorts are not available.</p> <p>Ensure road escort (if available) has no physical contact with students</p> <p>Provide hand sanitiser for any crossing escorts to regularly sanitise hands</p> <p>Provide hand washing facilities in the school when shift is completed</p> <p>Consider one-way walking systems, to minimise staff, students and parents from crossing paths in large groups and close proximity.</p>	4	2	8	<ul style="list-style-type: none"> If additional support is required from road traffic division contact David Rees at roadsafety@wirral.gov.uk  <p>Restarting Schools June 2020 - Highways</p>
Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads	Staff and pupils	<p>Review school fire risk assessment to reflect any changes that have been made.</p> <p>Before additional pupils are re-introduced, make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</p> <p>For cross corridor and key fire doors from higher risk areas such as staff rooms, consider using devices such as door guards where possible. The DfE has been made aware that some schools and trusts have been seeking advice on propping open of fire doors.</p>	2	4	8	 MF - Fire Risk Assessment Activity  RA - Fire Risk Assessment Model &  RA - Fire Risk Assessment Model &

Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.		<p>Due to COVID-19 doors will be wedged open at the start of the school day (to avoid unnecessary touching of doors by users and to allow ventilation). In event of a fire procedures are in place to remove door wedges on evacuation. At the end of the school day wedges will be removed to allow doors to fall back in to their rebate, before the school is locked and alarmed at night.</p> <p>Communicate with staff any changes to emergency procedures that have been made and make sure that they have understood them. It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible.</p> <p>Remind all staff of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day.</p>				
Risk of transmission through contact with school resources	Staff and pupils	<p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.</p> <p>Books travelling between home and school will be stored in pupil's individual trays when in school.</p>	2	4	8	

		<p>Where possible do not take marking/schoolwork home to limit any potential contamination spread.</p> <p>Teachers and staff should make sure they wash their hands and surfaces, before and after handling pupils' books.</p> <p>Consider online homework and marking where possible.</p>				
Risk of transmission through first aid procedures	Staff and pupils	<p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</p> <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly 	2	4	8	 <p>FINAL_VERSION 9 INFECTION CONTROL</p>


		<ul style="list-style-type: none"> Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 				
Inadequate assessment of transmission risk between SEND pupils and staff.	Staff and pupils	<p>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>The number of children will be limited in each group (eg Personal Best, ELSA) to provide more space in each classroom or learning area.</p> <p>As far as possible, small groups of children will be supported by consistent staffing, and groups will remain as consistent as possible throughout the outbreak.</p> <p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and</p>	2	4	8	Cleaning of any special equipment needed for SEND pupils also needs to be included in the cleaning regime.


		<p>toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-children-who-regularly-spit-or-require-physical-contact</p>				
Stress and mental health issues for staff	Staff and pupils	<p>Complete or update the schools stress work assessment to remind all staff of support available.</p> <p>Ensure 1 to 1 strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation:</p> <ul style="list-style-type: none"> • Thoughts on returning, fears, concerns about returning, • what will be easy to accomplish, what will be hard, • fatigue (Staff have continued to work), • changes in circumstance, retirement, pregnancy, bereavement. • additional worries about members of their family and friends. • Remind them of any internal support plan/system that is in place <p>Address / discuss ability to return to work.</p>	3	3	9	<p>Support should be available for staff from Occupational Health supplier – if purchasing the OH SLA then staff can contact the EAP.</p>

Inadequate building management and routine inspections.	Staff and pupils	<p>All routine inspections should be completed for any school that may have been closed/ partially closed to students.</p> <p>Any routine or annual checks should be carried out in their usual time frames. Any contractors that have been expected but not attend - due to school closures should be arranged to attend if required.</p> <p>Social distancing and hand hygiene should be observed by all contractors. Contact your asset management provider where assistance is required.</p>	2	4	8	
Risk of transmission through inadequate ventilation	Staff and Pupils	<p>HSE advice to be followed. Good ventilation, together with social distancing, keeping workplace clean and frequent handwashing, can help reduce the risk of spreading coronavirus.</p> <p>Why ventilation is important</p> <p>Good ventilation reduces the concentration of the virus in the air and therefore reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p> <p>However, ventilation will have little or no impact on droplet or contact transmission routes.</p> <p>You should consider ventilation alongside the relevant control measures required to reduce the risk of transmission as part of making your workplace COVID-secure.</p>	4	4	16	<ul style="list-style-type: none"> ○ Caretaker to open classroom doors and windows at the start of each day, for air flow. In enclosed rooms ensure all doors are wedged open (library/ICT suite), with nearby external doors open to support air flow. ○ Doors can be wedged open so no contact needed. Doors must be closed if the fire alarm is activated and at the end of the school day. ○ Rooms to be aired at break and lunchtime by opening external doors and windows wide to maximise ventilation. ○ Staff and pupils to wear extra layers if cold.

		<p>Balancing ventilation with keeping people warm</p> <p>Providing adequate ventilation does not mean that workplaces have to be cold.</p> <p>Good ventilation is a balance between making sure workplaces are warm but keeping a flow of air going through an area.</p> <p>Simple steps, such as partially opening windows, can be taken to ensure ventilation is maintained. <u>Natural ventilation</u> can be used with heating systems to maintain a reasonable temperature in the workplace.</p> <p>How to improve ventilation</p> <p>It is more important to deal with areas that are not well ventilated. The more people occupying an area that is poorly ventilated, and the longer they remain in it, the greater the risk of transmission.</p> <p>Singing, shouting and aerobic activities generate higher levels of aerosol and increase the risk further, so consider these factors when ensuring you have adequate ventilation.</p> <p>The following guidelines help improve ventilation in school.</p> <p>Natural ventilation</p> <p>Natural ventilation can be provided through open windows, or through other means such as vents.</p>				
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		<p>It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation.</p> <p>Lower temperatures and likely windy weather conditions in the winter months will increase the natural ventilation through openings. This means you don't need to open windows and doors as wide, so partially opening them can still provide adequate ventilation while maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts.</p>				
Restraining students.	Staff and pupils.	<p>For students that have individual risk assessments, and it is identified that restraint is required PPE would only be indicated in the circumstances indicated previously, i.e. if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care.</p> <p>In special school setting, PPE would only be indicated in the circumstances indicated previously, i.e. if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care. Individual risk assessments for each student will identify if it is safe for them to return to the school setting at this time.</p> <p>Where possible limit the number of students to teacher ratios to minimise disruption to other students.</p>	2	4	8	

		<p>Consider bubble sizes and if they can be reduced for those bubbles containing a child that requires restraint.</p> <p>Individual assessment needs to be made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis.</p>				
Dispensing medicines to children.	Students and staff.	<p>Consider placing children of the same year group requiring medication into the same “Bubble” where possible to enable trained staff to administer medications to those groups.</p> <p>Consider planning to train more staff in medicine administration to cover for any absence of trained staff.</p>	2	2	4	
Vulnerable groups	Staff and students.	<p>Staff and pupils who are identified as clinically extremely vulnerable may be at high risk of serious illness if they catch coronavirus (COVID-19). They are strongly advised to follow government guidance during lockdown and non-lockdown periods.</p> <p>Individuals who are Clinically extremely vulnerable have been advised to shield at home and should work from home where possible.</p>	2	4	8	<p>The attached Q&A From HR may assist in supporting schools with those returning to work from Vulnerable groups. This document is dated 3rd July 2020 and updates will be published regularly. To ensure you are using the most up to date Q&A These will be sent out via Sam Jenkins at each update.</p> <p> HR related FAQs 3 July 2020 (1).docx</p>


		<p>Any employee within the shielding or vulnerable categories should follow the guidance</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>For staff members or pupils who may be vulnerable to covid for other reasons, eg people from the BAME community, Individual risk assessments should be used. This assessment attached can be used to support or schools can use their own individual assessment if preferred so long as the controls required are considered and implemented so far as is reasonably practicable.</p> <p></p> <p>Covid 19 staff risk assessment tool 0207</p> <p>If the staff member can work for home this should be considered to minimise risk where practical. If this is not practical the following considerations should be made.</p> <p>Strict social distancing should be observed</p> <p>Consider amending job role to enable the employee to maintain social distancing more easily</p>				
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		<p>Consider access to rest areas, toilets etc to minimise contact with others where possible</p> <p>Consider if the role can be done at different times when there are less or no children on the premises.</p> <p>Consider the working location. Can the employee be placed in a different office or area that is allocated just to them?</p> <p>Ensure cleaning and sanitation plans are in place to ensure shared areas are kept clean.</p> <p>Identify staff who are living with a CEV family member.</p> <p>Review staff risk assessment responses to identify staff living with CEV members.</p> <p>Staff identified will be regularly reminded to follow social distancing guidelines and actions taken to minimise risks.</p> <p>Staff will regularly be reminded to update SLT to any concerns or changes to circumstances.</p> <p>For staff members in vulnerable groups that are not clinically extremely vulnerable:</p> <p>An employee can be reasonably expected to attend work, so long as the following is in place. .</p> <p>Strict social distancing should be observed</p> <p>Consider amending job role to enable the employee to maintain social distancing more easily</p>				
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		<p>Consider access to rest areas, toilets etc to minimise contact with others where possible</p> <p>Consider if the role can be done at different times when there are less or no children on the premises.</p> <p>Consider the working location. Can the employee be placed in a different office or area that is allocated just to them?</p> <p>Ensure cleaning and sanitation plans are in place to ensure shared areas are kept clean.</p>				
Visitors to schools such as speech and language therapy	Visitors staff and students.	<p>Visitors should only be permitted to schools where other means of completing their role has been explored and it is identified that the visit is required.</p> <p>Social distancing and hand hygiene should be observed by all visitors.</p> <p>Consider the environment used for these services – ensure social distancing be adhered to in line with current guidance</p> <p>Where group sessions are requested bubbles should not be broken and only children from the same bubble should attend sessions if at all possible.</p> <p>Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p>	2	4	8	

		<p>Ensure all visitors sign in and are encouraged to wash or sanitise hands upon entering the building.</p> <p>Consider reciting all covid-19 safety measures such as hand hygiene and social distancing to the visitor as soon as they arrive at the premises.</p> <p>Consider ensuring that all visitors make an appointment prior to visiting the school</p> <p>If the school has a control for face coverings to be worn this should be communicated to the visitor prior to the visit.</p> <p>Consider asking visitors to bring only resources that are absolutely necessary for the purposes of the visit.</p> <p>Consult outside providers to ensure they have their own workplace risk assessment.</p>				
Contingency planning for outbreaks		<p><u>Familiarise yourself with public health guidance on what to do if a member of staff or pupil informs you that they have tested positive (or the test is inconclusive).</u></p> <p>1. Confirm that the individual must isolate for 10 days from symptom onset. After that, they can return to school if they feel better,. Further advice can be found on the following NHS and Government Guidance links.</p> <p><u>Guidance on self isolating, when to get tested and close contacts can be found here:</u> https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p>	1	4	4	

		<p><u>Testing for those NOT displaying symptoms is now available across the wirral.</u></p> <p><u>Critical workers can now book appointments for these tests by following the link: https://www.wirral.gov.uk/covid-19-testing/covid-19-tests-people-who-do-not-have-symptoms</u></p> <p>NHS: www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-treatment/how-long-to-self-isolate</p> <p>www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ol style="list-style-type: none"> 2. <u>If the individual (pupil or teacher) has been in attendance at the school in the period of 48 hours prior to symptom onset, the rest of their class ONLY should be sent home and advised to self-isolate for 10 days (and to book a test immediately if they develop symptoms).</u> Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms. 3. Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action. 4. After confirmation of a positive test, the school should arrange for cleaning of the setting as per <u>guidance for cleaning non-healthcare settings</u> 				
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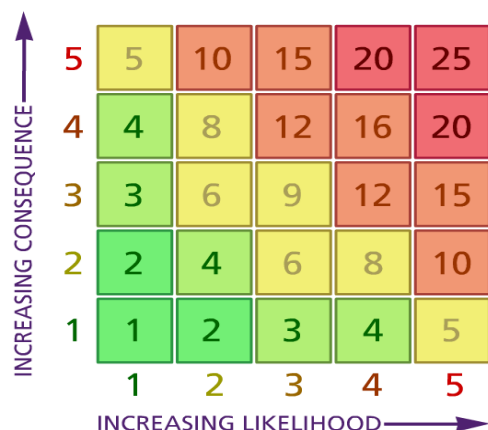
		<p><u>If more than ONE person tests positive, a suspected outbreak should be reported through the Wirral Outbreak Hub, who will advise you on the most appropriate action to take. This will very rarely involve closure of an entire school.</u></p> <p>For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see section on <u>remote education support</u>)</p> <p>More information can be found at section 5, planning for outbreaks within the guidance here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p> ACTIONS TO TAKE FOR SCHOOLS updat</p>				
Legionella Risk		<p>Employers have a duty to protect people by identifying and controlling risks associated with legionella.</p> <p>If your building was closed or has reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to</p>	2	4	8	

		<p>lack of use, increasing the risks of Legionnaires' disease.</p> <p>You should review your <u>risk assessment</u> and manage the legionella risks when you:</p> <ul style="list-style-type: none"> • reinstate a water system or start using it again • restart some types of <u>air conditioning units</u> <p><u>See guidance below:</u> https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>				
Ventilation and air conditioning		<p>Opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space). Keep open internal doors to assist with creating a flow of air (as long as they are not fire doors and where safe to do so)</p> <p>Opening high level windows in preference to low level to reduce draughts.</p> <p>Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>Providing flexibility to allow additional, suitable indoor clothing to be worn underneath the school uniform. For more information see <u>School uniform</u></p> <p>Rearranging furniture where possible to avoid direct drafts</p> <p>Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>				

		Sufficient ventilation is around 800 ppm (parts per million) or 10-15 litres per second per person Poor ventilation is around 1500 ppm or below 5 l/s/per person (parameters taken from SAGE guidance). If you know your levels, you can then decide on whether to open more windows etc. Monitors can be moved around the school so you don't need one per classroom. If you are using them, you should leave them at desk height, away from windows and away from people to get as accurate a reading as possible.				
Face Coverings in primary schools		<p>It is not mandatory for staff and visitors to wear face coverings in primary settings, but can be considered for communal areas or where social distancing cannot be observed.</p> <p>Face coverings should cover the nose and mouth.</p> <p>Face coverings should be disposed of safely</p> <p>All parents should be reminded that face coverings should be worn at drop off and pick up.</p> <p>If the school has a control for face coverings to be worn this should be communicated to the visitor prior to the visit.</p>				
<u>Sport and physical education</u> Increased	Staff and Pupils	<p>Tier 3</p> <ul style="list-style-type: none"> School has the flexibility to decide how physical education, sport and physical activity will be 	3	2	6	Issue reminders to the PE at the start of the term.

risk of transmission from not following guidance		<p>provided whilst following the measures in their system of controls.</p> <ul style="list-style-type: none"> • After school classes will be limited to Bubbles of the same children only • Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. • School will only provide team sports listed on the return to recreational team sport framework. • Pupils will be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Equipment will be kept in specific bubbles where possible. When not possible, this equipment will be either sanitised or quarantined between uses. • Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls as long as the hall is fully ventilated. Staff should remain in the hall with children at all times to help keep order and be vigilant for any lapses in procedure. • Outdoor sports are prioritised where possible • External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities. • School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. 				
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		<ul style="list-style-type: none"> School has considered carefully how such arrangements can operate within our wider protective measures. School refers to: <ul style="list-style-type: none"> guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely 				
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1	<p>(1) List hazards something with the potential to cause harm here</p> <p>(2) List groups of people who are especially at risk from the significant hazards which you have identified</p> <p>(3) List existing controls here or note where the information may be found. Then try to quantify the level of risk the likelihood of harm arising that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.</p>

Likelihood:

5 – Very likely
 4 – Likely
 3 – Fairly likely
 2 – Unlikely
 1 – Very unlikely

Consequence:

5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Ensure parents and carers are fully informed with regard to guidance about social distancing measures and expectations in respect of access to the school site.	Write to parents and carers to inform and provide clear guidance.	Headteacher	15 th July 2020	M.Hollis 18.11.20
2	Classroom environments and equipment to be prepared for return of pupils to ensure social distancing and minimise risk of transmission.	Removal of any soft furnishings/equipment that cannot be easily cleaned. This to be stored away from areas of learning. Furniture to be organised in classrooms to ensure safe spacing and pupils facing forwards. Individual trays and equipment to be provided for each pupil.	Teachers and teaching assistants	August 2020	M.Hollis 18.11.20
3	Prepare individual risk assessments for pupils with identified emotional, behavioural needs. Ensure liaison with parents so that they are clear about expectations	SENDCO to write individual risk assessments and agree with SLT procedures to be followed to manage behaviour incidents	SENDCO	2 nd September 2020	M.Hollis 5.1.21
4	Identify additional cleaning requirements and determine and implement cleaning regime.	Determine deployment of staff and additional hours and ensure access to training where required	SBM	28 th May 20	M.Hollis 18.11.20

5	Allocate spaces for staff and provide clear guidance about social distancing	Create additional staff spaces around school for break and lunchtimes	Headteacher SBM	15 th July 2020	M.Hollis 18.11.20
6	Liaise with all staff who have been shielding and vulnerable staff to identify any concerns and provide support and guidance to support a return to work.	Contact staff to discuss and support any concerns.	Headteacher	15 th July 2020	M.Hollis 18.11.20
7	To support staff mental health and well-being.	Organise whole staff INSET on return to school to support mental health and well-being	Headteacher Ks1 Leader	15 th July 2020	M.Hollis 18.11.20
8.	Liaise with all staff who have been shielding during the four-week lockdown period, November 2020. Identify any concerns and provide support and guidance to support a return to work.	Contact staff to discuss any concerns for their return to work.	Headteacher	3 rd December 2020	December 2020 M.Hollis
9.	Liaise with all staff who have identified that they live with a family member who is classed as CEV.	Regularly remind the members of staff to revisit the whole school risk assessment, with a focus on page 28 and 29.	Headteacher	23 rd November 2020	December 2020 M.Hollis
10	To support staff mental health and well-being.	Provide all staff with details on how to access Health Assured, our Employee Assistance Programme.	Headteacher	23 rd November 2020	December 2020 M.Hollis

11	To write a separate risk assessment for children who pose a risk of transmission via biting.	Write an individual risk assessment for identified children. Liaise with H&S SLA – Graham Morris to ensure that the RA is fit for purpose.	Headteacher	23 rd November 2020	
12	Regularly remind all staff about the requirement to follow government social distancing guidelines.	Email staff at regular intervals to remind them about social distancing measures. Keep staff informed about any new or informative information regarding Covid-19 measures and updates.	Headteacher	Ongoing 23 rd November 2020	December 2020 M.Hollis January 2021
13	Remind all parents to follow social distancing guidelines during pick up and collection. Parents will also be reminded to wear a face covering during these times and for arranged appointments in school.	Informed through biweekly newsletters, Class Dojo, Parent Apps and emails. Update 4/1/21 every Monday a ParentApp message will be sent to all parents.	Headteacher/Class Teachers/Office Staff	Ongoing 23 rd November 2020	
14	Parents will not be permitted to enter the school building when dropping off late children in the mornings.	Informed through biweekly newsletters, Class Dojo, Parent Apps and emails.	Headteacher/Class Teachers/Office Staff	Ongoing 23 rd November 2020	December 2020 M.Hollis Reviewed
15	Fire Risk- Ensure door monitors are identified to close doors either end of the computer area corridor and the library at the end of lunch times. In the event of a fire alarm staff members are to be allocated as door monitors, to close the doors in the computer area and the library. This responsibility should not be passed on to children.	Liaise with identified staff and pupils	Headteacher	23 rd November	
16	Improve behaviour at lunchtime	Year 5 to eat in the dining hall 12.30-13.00	Headteacher	7/12/20	M Hollis 7/12/20
17	Reduce congregation of pupils in KS2 whilst waiting to collect their hot dinner	Route to servery amended and senior leadership to supervise on a rota.	Headteacher		M.Hollis 14/12/21

18	Share update about School PE	Liaise with all staff use the RA. Brief MMc, sign post to websites to find up to date information related to the restrictions	Headteacher	11.01.21	
19	Share information regarding the corridor outside the staff toilets, staff are not to enter until it is clear. Staff to shut the toilet seat after use	Liaise with all staff	Headteacher	WB: 11.01.21	M.Hollis Shared 9.01.21
20	Staff are not to enter the office area without a pre-arranged meeting with the headteacher.	Brief staff in a COVID update	Headteacher	WB.07.01.21	9.01.21 M.Hollis
22	Encourage staff to plan for and complete a higher percentage of lessons outside	Through a COvid-19 update		7.1.21	9.01.21 M.Hollis
23	Share with staff that the advice is to shower on return home	COvid-19 Update 7.01.21		7.1.21	Shared M.Hollis 9.1.21
24	Lone working in the barn due to reduced numbers of staff.	Barn to be closed and all PE to be outside or in the hall.	Caretaker	8/1/21	8/12/21
25	High numbers of staff in the photocopier room.	Staff to only enter the photocopier if it is empty.	Headteacher to notify staff on weekly update.	Ongoing	

26	Reduce number of staff working on site.	Staff to work from home alternate weeks, any staff not able to work from home allocated a separate work area in school and reminded that they need to keep contact with staff to a minimum.	Headteacher	7/1/21	7/1/21
27	Parents not following the stay at home guidance and increasing the risk of transmission in school.	Parents to be notified that they will be contacted if school is aware that they are not following guidance and that pupils will not be allowed into school for 10 days after the incident.	Headteacher	11/1/21 Ongoing	One parent informed on 8.01.21 & 11.01.21 M.Hollis
28	Parents not following the guidance stay at home guidance.	Reissue the Covid 19 home school agreement.	Headteacher	11/1/21	
29	GDPR risk due to homeworking and video conferencing	Staff to be issued with guidance notes, updated acceptable use policy and video conferencing agreement	Business Manager	11/1/21	
30	Risk to CEV member of staff due to increase in transmission of new variant Covid19	Risk assessment to be carried out when the member of staff returns to the work place. All CEV members of staff currently working from home.	Headteacher		

Please use this space to identify issues for which you may require council support:

- Guidance and support in respect of exclusion of pupils for serious behaviour incidents
- Financial support for additional costs incurred due to COVID-19
 - Increased need for cleaning materials and equipment
 - Resources such as electronic thermometers, signage, lidded bins etc
- Continued HR support
- Regular and timely updates and clear communication & guidance from LA and public health England in response to any developments, future outbreaks.

Key contacts

	Link/Lead for schools
Risk Assessment/Health and Safety	Lorraine Adamson (Lorraineadamson@wirral.gov.uk)
PPE	Anna Jones (annajones@wirral.gov.uk)
Workforce implications	Sue Blevins (sueblevins@wirral.gov.uk)
Public Health/Infection Control considerations and guidance	Jane Harvey (janeharvey@wirral.gov.uk)
Asset Management considerations (buildings)	Mike Woosey (Mikewoosey@wirral.gov.uk)
Road Safety	roadsafety@wirral.gov.uk
Communications Plan (workforce/Public)	Sam Jenkins (samjenkins@wirral.gov.uk)
Emotional support for pupils	Health and schools Team