

**A. Outline of activity or task to be assessed:** Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.  
May 2020

Group/Service Area: LA Maintained Schools      Work Activity: Working in the Schools during Covid19 Pandemic September 2020 Based on guidance reviewed and issued on 10.5.21

Workplace/Team: Cheswardine Primary and Nursery School

Date of Assessment: 11.11.21      Date for Re-assessment: 11.1.22

Name of Assessors: Rachael Williams, Sarah Mellor      Signature: REWilliams  
Manager: Rachael Williams      Signature: S Mellor

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

**B. Risk Matrix – This section is used for guidance to complete section C.**

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
							Who	When
1	<b>Catching or spreading Coronavirus – General considerations</b>	Staff, pupils Parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Ensure people who are ill stay at home – ensure that pupils, staff and other adults do not come into school if they have COVID-19 symptoms. If they have one of the three symptoms of: <ul style="list-style-type: none"> <li>high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal a new continuous cough, a high temperature or a loss of taste or smell.</li> </ul> <p>they must obtain a PCR test and if positive must then abide by Public Health advice and self-isolate for the required time of 10 days. If negative they can come into school when better.</p> </li> <li>Anybody who has been: <ul style="list-style-type: none"> <li>fully vaccinated (vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have</li> </ul> </li> </ul>	Med	<p>Remind everyone of new guidance and changes, keep a file of fully vaccinated staff on record so isolation is put in place if required.</p> <p>Use warn and inform letters to parents and staff when a PCR is positive.</p>	Low	RW FS on web site.	

		<p>passed since you received the recommended doses of that vaccine.)</p> <ul style="list-style-type: none"><li>- is under the age of 18 years and 6 months</li><li>- has taken part or is currently taking part in a COVID 19 vaccine trial</li><li>- is not able to take the vaccine due to medical reasons.</li></ul> <p>Does not need to self-isolate if confirmed as a contact of a positive case but would be advised to take a PCR test and isolate if the result is positive. There is no need to isolate whilst awaiting the test or the result. This means most children and staff will remain in school when a positive case is identified. <b>Anyone who does not fit this list</b> must self-isolate as soon as they are found to be a <b>close contact</b> of a positive case, just as in previous self-isolation guidance. A close contact would then be advised to take a second PCR 4/5 days after the first one as a precautionary measure.</p> <ul style="list-style-type: none"><li>• If anyone in the child’s household travels abroad then they must be encouraged to follow any quarantine laws put in place for that country on their return. Check updated guidance.</li><li>• <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></li><li>• Any child travelling abroad must be informed that the trip will be unauthorised in accordance with attendance guidance unless exceptional and quarantine laws must be followed. Disruption to the child’s education must be emphasised.</li><li>• If children display symptoms in school they will be isolated in the reception area with the door open</li></ul>						<p>RW, FS, all staff.</p> <p>CTs FS</p>	
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			<p>until they can be picked up. Staff members dealing with the incident should wear PPE and parents/carers should be advised to get a PCR test at the earliest opportunity.</p> <ul style="list-style-type: none"> <li>• Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – soap at every sink and alcohol rub at every entry point in school. Skin friendly skin cleaning wipes are available as an alternative.</li> <li>• Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – tissues in each classroom available for use. Lidded bins are in place in each classroom.</li> <li>• Cleaning frequently touched surfaces often using standard products, such as detergents and bleach – sprays available in each room with paper towels or allocated cloths, changed daily. COSHH risk assessments in place. HA will visit toilets and handles each lunchtime to clean, following Shires guidance document on cleaning frequently used surfaces and spaces, list available. Cleaning schedule in place.</li> <li>• If any local outbreak is forthcoming bubbles will be reinstated with KS1/Nursery in one and KS2 in the other. This will be on national or local advice depending on the local and national situation. Different entrances and areas of the playground will also then come back into place and separate lunching arrangements will be reintroduced.</li> <li>• Restrictions on staff in staff rooms and kitchens have been relaxed but will return if an outbreak occurs or national/local restrictions are</li> </ul>				CTs TAs  HA  FS  All Staff	
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			<p>implemented..Offices can have two members of staff working in them, admin will continue to sign staff members in and out currently.</p> <ul style="list-style-type: none"> <li>• Review fire safety including emergency evacuation routes in the first part of the Autumn term. Emergency evacuation routes remain the same, fire drills to take place.</li> <li>• Registers are to be taken remotely through the server, using an excel spreadsheet.</li> <li>• Parents can request a meeting with a member of staff in school but are still advised to arrange this over email or through admin, in order for the staff members to be prepared and aware so as to limit any anxiety.</li> <li>• Distance sprayed lines are in place along the pedestrian pathway to enable correct 2m distancing. These are guidelines and are not legislative however may need reinstating if local or national restrictions return.</li> <li>• Mask wearing is not necessary around and outside school, however mask wearing may be reintroduced if local or national restrictions return and we will be ready to reinstate this request.</li> <li>• No current pregnant staff in school or nursery.</li> <li>• Toilets and touch points are being cleaned in the middle of the day and every afternoon (HA).</li> <li>• Ensure active engagement is made with the NHS test and trace process. All staff must understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England Health Protection Team</a> and how to book a test.</li> <li>• Keep contact details of all visitors, staff and pupils – Admin holds these.</li> <li>• All staff and volunteers have access to Lateral flow testing devices which they will do twice a</li> </ul>				<p>RW/ FS</p> <p>CTs</p> <p>Parents and staff</p> <p>All</p> <p>HA</p> <p>All</p> <p>Staff FS</p>	
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			<p>week before coming into school. Results are reported online and to FS in order to keep a track of when new test kits are required. This will be reviewed by the DFE in September.</p> <ul style="list-style-type: none"> <li>All schools will be provided with a small number of home testing kits to give to symptomatic staff and pupils if they display symptoms at school.</li> <li>Also for a local outbreak the plan: <a href="https://www.shropshire.gov.uk/local-outbreak-plan">https://www.shropshire.gov.uk/local-outbreak-plan</a></li> <li>Guidance on shielding and protecting people who are <a href="#">clinically extremely vulnerable</a> is available. However all clinically vulnerable people should now have been vaccinated and therefore are expected to attend work and abide by the risk assessment. Shielding in society has ended.</li> <li>Guidance for those who are <a href="#">clinically vulnerable including pregnant women</a> is available.</li> </ul>				All	
2	<b>Maintaining Safe Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors. Contractors including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>There is no requirement for pupils and staff to remain socially distant although giving people safe space is advised due to the nature of the pandemic and respect towards the anxiety of others.</li> <li>Sports follows guidance from PHE and Sports bodies producing specific guidance and each child should have their own pen and/or pencil identified for their use only.</li> <li>Equipment and books can be shared by the class, and there is no need for resources to be cleaned when being shared across classes. Although cleaning should take place regularly.</li> <li>Pupils can sit in groups and change groups across a classroom, restrictions may return in the event of an incident/outbreak.</li> </ul>	Low		Low		

			<ul style="list-style-type: none"><li>• Toilets will be limited to 3 at a time in line with the number of sinks.</li><li>• Assembly and collective worship will return to the hall. An assembly log is in place and should be filled in by teachers regularly updating who wins HT awards as well in order for this to go into newsletter to parents.</li><li>• Signs are in place to remind about correct handwashing, safe distancing and catch it, bin it, kill it.</li><li>• The playground areas are open to everyone as long as weather allows safe use.</li><li>• The children enter school at 08:45 and leave at 15:15. If a child is old enough then they may come in and line up to enter on their own. KS2 children will be escorted to the main gate at the end of the day and observed going safely to parents. KS1 will be picked up from the side gate. Parents entering along the path and exiting over the car park is still advised to allow safe distancing for anyone who may be anxious on site.</li><li>• No children come into school using public transport or council transport at all</li><li>• Ensure good ventilation throughout the school continues but that the environment is not too cold/hot for effective learning to take place. Facilitating appropriate temperatures is now supported with CO2 monitors in every classroom. Constant monitoring allows warmth to be balanced with adequate ventilation. If the monitor reads &lt;800 it is well ventilated, 800-</li></ul>					
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			<p>1500 is in a normal reading range however better to be &lt;800 during COVID. &gt;1500 means the room is unsafe and emergency action is needed to re-ventilate appropriately, class should be removed until CO2 levels return to normal.</p> <ul style="list-style-type: none"> <li>All curriculum subject should return to be taught and experiences in full in line with our curriculum plans and development.</li> </ul>					
3	<b>Reduce mixing within education or childcare setting by:</b>	Staff, pupils, Specialists supply staff, temporary staff abd peripatetic teachers. Including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>Staff need to keep reminding of handwashing on entry and before exit of the buildings and before eating.</li> <li>In lunch breaks - children and young people should clean their hands beforehand and all lunch will be eaten in the hall. Lunchtime will be from 12-1pm for everyone. Restrictions will return if there is a local/national outbreak.</li> <li>Lunchtime staff will enter from the Nursery entrance. The hall will remain well ventilated.</li> <li>All handwashing can be carried out in class sinks and in toilets, carefully monitored by staff. Toilet facilities for staff and children will be cleaned twice a day. Teachers will work with pupils to embed these measures. Support is</li> </ul>	Low		Low		



			<p>being offered as the term progresses to address emotional and mental well-being issues across the school.</p> <ul style="list-style-type: none"> <li>• Each child to have their own pen/pencil designated for their own writing use. Stationary and equipment in class can be shared.</li> <li>• Reading books can go home and return.</li> <li>• Children should have spelling lists and maths tasks as well as reading tasks set online to enable and encourage the parents to continue to work with remote online learning.</li> <li>• Practical lessons can go ahead as normal and equipment can be shared across the school.</li> </ul>					
4	<b>Managing Customers, Contractors and visitors</b>	Staff, pupils, parents, guardians, visitors including clinically vulnerable and clinically extremely vulnerable	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Visitors can now enter reception to talk to the administrator.</li> <li>• Where site visits are required, site guidance on safe distancing and hygiene should be explained to visitors on or before arrival. A form for contractors to agree safe distancing measures and hygiene is in the office and contractors will be expected to sign and agree before entering the building. Contractors no longer need to wear masks if they have to enter the building, but this may be introduced if restrictions return.</li> <li>• Limit the number of visitors at any one time. One if possible for any job, if not maximum two. Grounds maintenance will go ahead as normal.</li> <li>• Visitors will be encouraged not to be on site from 08:40 to 09:00 or 15:10 to 15:30 when children</li> </ul>	Med	Will need to be revised if any essential work is scheduled and assessed against contractors own RA.	Low	RW and FS	If required

			<p>are coming in or leaving. When determining schedules for essential services and contractor visits will be revised where possible to reduce interaction and overlap between people, although can now go ahead in the day in classroom spaces etc if absolutely necessary.</p> <ul style="list-style-type: none"> <li>• Maintaining a record of all visitors. Details only filled in by admin and no lanyards will be given to any essential visitor, only stickers.</li> <li>• All staff and visitors will be logged in and out by office staff, no shared pens will be used.</li> <li>• Maintain a record of all visitors (including contact details) to support NHS Test and Trace process. These can be stored for 20 days and then destroyed in line with GDPR processes.</li> </ul> <p><b>Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>• Signs and visual aids detail clear guidance on safe distancing and hygiene to people on arrival but are clarified when visits are set up by phone, on the website or by email.</li> <li>• Office staff to act as hosts and ensure safe distancing when required.</li> </ul> <p>Main entrance as entry point for visitors can now be accessed by children if late / parents with messages. Ground contractors will use side gate.</p> <p><b>Coaches and Peripatetic Teachers –</b></p> <ul style="list-style-type: none"> <li>• Sports coaches will sign the contractor form and will work outside as much as possible.. The hall can now be used but must be well ventilated. There is no need for distancing or masks to continue unless restrictions are reintroduced.</li> </ul>				FS AB		
							FS		ongoing

			<ul style="list-style-type: none"> <li>• Music teachers can work with mixed groups of children in a well ventilated space. (Hall)</li> <li>• Supply Teachers need to abide by the contactor form and must maintain a safe distance from pupils and staff throughout their time on site. Using supply agency staff will be avoided as much as possible by using in house cover.</li> <li>• All staff need to apply strict handwashing and hygiene routines and enforce the same routines with the children throughout their time on site.</li> </ul>					
5	<b>Workplace and furniture contamination</b>	<p>Staff including cleaning and catering staff, pupils, Visitors.</p> <p>Contractors including clinically vulnerable and extremely clinically vulnerable</p>	<ul style="list-style-type: none"> <li>• Soft furnishings and toys must be cleaned more regularly than previously, eg once a half term for dressing up clothes. As long as good handwashing is followed between use by the children.</li> <li>• It would be advisable to wipe down high touch points in the day where possible.</li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>• Signs and posters put up to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</li> <li>• All staff to ensure that all adults and children: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> </ul> </li> </ul>	Low				

			<ul style="list-style-type: none"><li>○ are encouraged not to touch their mouth, eyes and nose</li><li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li><li>● Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and all other learning environments</li><li>● Toilets will be cleaned in the middle and at the end of the day. Only three children should be in a toilet at any one time.</li><li>● Classes will be cleaned thoroughly each day. Surfaces will be wiped down if anyone coughs or sneezes in a space. Lidded bins and present class bins will be ready for use and the tops will be wiped down at the end of the day.</li><li>● Paper towels are available as an alternative to hand dryers in handwashing facilities.</li><li>● All staff need to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li><li>● The cleaner will clean high touch points that staff, children and young people are touching, such as doors, handles, light switches at the end of the day.</li><li>● Early Years staff will ensure that help is available for children and young people who have trouble cleaning their hands independently</li><li>● Staff will encourage young children to learn and practice these habits through games, songs and repetition</li><li>● All spaces will be well ventilated using natural ventilation (opening windows) – Cleaner in charge HA to open designated windows in the</li></ul>					
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			<p>morning when opening up. The CO2 monitors will no help with classroom ventilation and heat regulation to ensure a warm learning environment, ventilated when required (as stated above).</p> <ul style="list-style-type: none"> <li>• Rubber door stops are available to prop internal doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Advice for ventilation states each class door can be shut although if opened and closed then regular wiping is advised. Fire procedures have identified person to close fire doors on leaving the building.</li> <li>• Proportionate supplies of soap, anti-bacterial gel and cleaning products as needed are provided and increased hygiene and frequent LFD testing of staff should limit the spread of the virus.</li> <li>• Full uniform should be worn in school. On PE days children can come into school wearing PE kit in order to limit the time taken and space needed for changing. PE takes place on Mondays and Fridays.</li> <li>• Uniform does not need to be cleaned any more often than usual, but encourage children to change when returning home and keep uniform for school only. No different methods for cleaning uniform is needed.</li> </ul> <p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p>				<p>CTs RW</p>	
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			<ul style="list-style-type: none"> <li>There is no need to clean and spray goods when they arrive and no need to isolate before handing them out. Just ensure regular handwashing before and after delivery.</li> </ul>					
6	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	Staff including cleaning and catering staff, pupils, Visitors. Contractors Including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is <b>not recommended</b>.</li> <li>Staff and children may arrive at school having worn a face covering on public transport or through choice. School should therefore know the process of correct removal when they arrive at school: don't touch the front of the covering, wash hands, remove into a lidded bin or plastic bag to take home, wash hands again.</li> <li>Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Staff do not need to wear face coverings in school at all however these may well be reintroduced in busy areas if restrictions return.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Teaching staff may wear masks when working closely with children if they wish, however visors are not recommended to be used without face masks being used additionally and face masks are not required at all presently.</li> </ul>	Low	Not as much cleaning is needed within classes therefore harm from products will be limited. COSHH risk assessments in place.	V Low	RW	Ongoing

- In Cheswardine advice is that staff do not wear masks due to the specific needs of one KS1 child in particular. Alternative see through masks are available to use.

**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:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way – all children in Nursery when intimate care is required
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until 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. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE is available in the staffroom to use in these situations when the child should be moved to the reception area and the door opened.
- Packs of PPE are available in every bubble and in the staff room when required.

7	<b>Catering facilities</b>	Children, staff, Shires catering .	<ul style="list-style-type: none"> <li>• All children will bring in a packed lunch or order one or a hot alternative from Shire Services each day.</li> <li>• Lunches are now provided in the hall for everyone.</li> <li>• Catering staff follow safety guidance sent out by Shires.</li> <li>• Handwashing before and after eating is emphasised.</li> </ul>	Low		Low	RW	Weekly
8	<b>First Aid</b>	Staff –first aiders and children. One disabled child. Including vulnerable and clinically vulnerable.	<ul style="list-style-type: none"> <li>• First aiders have had additional support and advice in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>• PEEPS (Personal Emergency Evacuation Plan) have been reviewed and are accessible in the child's file.</li> <li>• Additional measures may be required\implemented in view of staff shortages.</li> </ul>	Low	PEEPS in place for MJ.  Make sure all First aiders feel adequately prepared.	Very Low	RW  RW	When required
9	<b>Accidents\ incidents</b>	Staff, pupils, parents, guardians, visitors including the vulnerable and clinically extremely vulnerable.	<ul style="list-style-type: none"> <li>• Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>• Serious accidents reported through Shropshire Council's ERP system.</li> <li>• Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>• Look at high risk activities to minimise the potential for accidents and the need for staff to assist children\students. Nappy changing</li> </ul>	Low		Low	LA RW	



			considered and intimate care policy to be followed whilst PPE is worn.					
10	<b>Emotional distress of the staff - including anxiety</b>  <b>Emotional distress of the pupils</b>	Staff, pupils including vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> <li>At least one SLT member of staff contactable every day for staff to share concerns with - RW either at Hinstock 01952550220 or on site or DF on site.</li> <li>Staff have been consulted and included with the decision making, risk assessments.</li> <li>Details of counselling will be available in the staff room eg NOSS, EPS, MIND and referral to OT.</li> <li>Staff to look at ways of being able to support a child if in need of comfort. Immediate handwashing is important if this interaction is required, eg when a young child struggles to come into school and distraction hasn't worked.</li> <li>SEN pupils - review assessments to be able to further assist pupils, presently one EHCP has a personalised RA.</li> <li>Occupational Health referral available for support and clarity of circumstances someone in school should be working under depending on health.</li> <li>Access a free webinar: <a href="#">Supporting pupil and student mental well-being.</a></li> </ul>	High	RW ongoing role to support and reassure - important to give time and enable space if and when needed.  NOSS counselling: 01978 780479  Danielle France is the Mental Health Lead for the school and will be undertaking national training in Nov/Dec 21.	Medium	RW	Ongoing
11	<b>Transport arrangements</b>	All	<b>Staff, parents and children:</b> <ul style="list-style-type: none"> <li>parents and children and young people to walk or cycle to their education setting where possible</li> <li>make sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> </ul>	Low				

			<ul style="list-style-type: none"> <li>No school or LA transport is used.</li> <li>Parents gather and park on a close with the school at its end. Make children, staff and parents aware of road safety in this area and taking precautions on driveways to avoid accidents.</li> </ul>					
12	<b>Use of Car park for cars, and other forms of transport</b>	All	<ul style="list-style-type: none"> <li>Staff to maintain safe distancing rules when getting in and out of cars in the car park,</li> <li>Use of bikes encouraged where achievable these can be kept outside the main entrance.</li> <li>There is no requirement for social distancing in car parks or at entrances however this may return if restrictions are reintroduced wither nationally or locally.</li> <li>Entry and exit to the car park is discouraged during drop off and pick up times and carefully managed if unavoidable.</li> </ul>	Low				
13	<b>When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment</b>		<p>Please see a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required. All checks have been carried out prior to opening on the 1.9.21</p> <p>Fire Risk Assessment will be reviewed in light of the control measures implemented due to staff shortage and alterations of evacuation routes. Fire alarm practice is required once a term and has been carried out in the Autumn 2021.</p>	Low				

checks Legionella, etc.								
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**If more hazards are identified please add more boxes**

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- Additional Risk Assessment is in place for EHCP pupil.
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government or local health authority advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of mobile phones and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

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

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Use warn and inform letters whenever cases are confirmed.
- Make clear to all that restrictions may be reintroduced if national or local outbreaks occur and general community or national restrictions are put in place.
- Parents have been directed to resources such as [e-bug](#) and PHE schools resources.
- 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
- 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.

- discuss with cleaning contractors or staff the additional cleaning requirements. No additional hours considered necessary at the moment.



