



## COVID-19 Risk assessment – Opening schools in June

The Government has asked schools to adhere to the following:

'From the week commencing 1<sup>st</sup> June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups.'

The risk assessment below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). The risks have been assessed so that they apply to **Nova's unique context**.

[Some Key Information to give context to this Risk Assessment. This Risk Assessment should be read alongside The COVID-19 Reopening Action Plan.](#)

**Personal Protective Equipment (PPE) including face covering and face masks:**

Wearing a face covering or facemask in schools or other education settings is **not** recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings. Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

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.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

**PPE is only needed in a very small number of cases including:**

- Children 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
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask 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.
- The administration of first aid procedures

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents/carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment below);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of PPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation until such a time that control measures can be reviewed and reduced accordingly.

### **Social distancing in early years and primary schools:**

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. We are working through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children and staff where possible, **only mix in a small, consistent group (bubble)** and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as in this document.

For **primary schools**, classes should normally be **split into 2, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

### **Additional considerations for planning to re-open schools to more students and staff:**

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of pupils who previously were not assessed to need one. This may include the following pupils:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

### **Covid-19 Testing:**

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf:

<https://www.gov.uk/apply-coronavirus-test>

## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>School</b>	<b>Nova Primary School</b>				
<b>Location</b>	Barracks Lane, Shirehampton, Bristol BS11 9NG				
<b>Subject of Assessment</b>	Opening schools to keyworker's children and additional specific year groups. At Nova this includes Reception, Year 1 and Year 6.				
<b>Assessed by</b>	Anna Morris	<b>Date</b>	20 <sup>th</sup> May 2020	<b>Review date</b>	28 <sup>th</sup> May and weekly there onwards
<b>Details of workplace/activity</b>	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		<b>Persons Affected</b> <i>(Who may be harmed)</i>		
			Pupils, Parents, Employees, Contractors and Visitors.		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or where there is the possibility of contact with others who may be virus	<ul style="list-style-type: none"> <li>The school has informed parents/carers, pupils, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>Parents/carers receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members' instruction and should not congregate outside the school gates;</li> <li>Parents/carers issued specific school protocols for school attendance for them to explain to their children;</li> <li>Parents/carers of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>Staff are briefed and consulted on school procedures and the plans for re-entry of students-reviewed fortnightly via online/socially distanced staff meetings;</li> <li>Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>Staff are up to date on other related guidance and support in relation to themselves through stress and wellbeing policy and</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>services provided by our insurance providers:</p> <ul style="list-style-type: none"> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively- each member is allocated a senior leader to maintain regular contact;</li> <li>• Hazard reporting mechanism are in place and easily accessible-through use of CPOMs;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul>	<p><b>Drop off</b></p> <ul style="list-style-type: none"> <li>• Initially, Only Reception will attend to give two days to test procedures for maximum safety. Year 1 and 6 will be integrated over the course of the next week.</li> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents well in advance;</li> <li>• The pathway outside school has been demarcated to enable parents/carers to remain 2m away from other parents/carers during drop off of pupils. Routes to classrooms are also marked;</li> <li>• Parents/carers are asked to not to enter the playground. Children will be admitted at the gate and escorted by staff to classrooms following the use the sanitisation station positioned at the gate to thoroughly clean hands. Parents/carers will need to go and return later if they have more than one child and we will be insistent about no congregation outside the school gate;</li> <li>• Start times have been staggered for each class in order to prevent large numbers of parents/carers and children congregating outside school. These start times must be adhered to by parents;</li> <li>• Start times are designed to enable one group of parents to leave the vicinity before the next group arrive;</li> <li>• Parents/carers are reminded to leave the vicinity once their children have entered the site;</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Only one parent/carer per child is permitted to drop off;</li> </ul> <b>Entry to the school:</b> <ul style="list-style-type: none"> <li>Pupils will be collected from the main pedestrian gate by allocated staff;</li> <li>Pupils will then be met at the designated classroom door / entrance by their teacher;</li> <li>Parents are NOT routinely permitted to enter the school site- they must make an appointment and this will only be agreed if the issue cannot be dealt with by phone;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Sanitation stations are located at the pedestrian gate to the school. All occupants are required to wash their hands using sanitiser on entry to the school;</li> <li>Good hand washing signage to instruct pupils how to do this effectively is displayed and is age-appropriate;</li> <li>Help is available for children who have trouble cleaning their hands independently;</li> <li>Hand washing demonstrations have been provided to pupils on how to adequately wash their hands.</li> <li>Children should only bring lunch bags and flasks. Mobile phones will not be routinely allowed. Any exception must be agreed with the headteacher and will require a parent/carer to deliver the mobile phone in a sealed bag at the start of the day. Children must not bring toys, pencil cases or other objects from home.</li> </ul>	Medium	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<b>Pick up</b> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents/carers;</li> <li>The pathway outside has been demarcated to enable parents/carers to remain 2m away from other parents/carers;</li> <li>Parents/carers are asked to not congregate outside the school gate before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the pick-up point keeping 2m away from others);</li> <li>Finish times have been staggered for each class in order to</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>prevent large numbers of parents/carers congregating outside;</p> <ul style="list-style-type: none"> <li>• Finish times are designed to enable one group of parents/carers and pupils to leave the site before the next group arrive;</li> <li>• Parents/carers are reminded to leave the site once their children have been collected;</li> <li>• Only one parent/carer per child is permitted to collect;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around or interact with other families.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Pupils will be collected from the main pedestrian gate by their parent/carer;</li> <li>• Parents/carers are NOT permitted to enter the school site;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Pupils are reminded to wash hands as they leave the school building;</li> <li>• Sanitation stations are located at the exit from the school;</li> <li>• Help is available for children who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to pupils on how to adequately wash their hands;</li> <li>• Good, age-appropriate hand washing signage to instruct pupils how to do this effectively is displayed.</li> </ul>	Medium	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	<p><b>There will be no assembly of any kind with more than 15 pupils.</b></p> <p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>• Children three or over – one adult for every 15 children</li> <li>• We will aim to follow government guidance of ‘children aged 3 to 5 years need 2.3 m<sup>2</sup> per child’ by limiting the number of children in each group to a maximum of 10. The classrooms are spacious and will allow for this.</li> </ul>	<p>Low</p> <p>Medium</p> <p>Medium</p>	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)

- The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;
- All other classroom controls are the same as primary below.

**Primary:**

- Classroom sizes are restricted to 15 maximum pupils, 1 teacher and TA if required (specific needs of class);
- Pupils are kept in small groups (bubbles) as they cannot consistently socially distance themselves at all times, however the Leadership Team will be monitoring this closely in communication with staff who are encouraged to use CPOMs to record significant issues;
- The class group will not interact with other groups within the school;
- Hand washing is completed on entrance to the class and between specific activities;
- Pupils are allocated resources and are not encouraged to share;
- Pupils are regularly reminded not to touch their or other pupils faces;
- Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;
- Where possible classes/activities will be completed outside;
- Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group;
- The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days;
- The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.
- Behaviour policy states consequences for children deliberately ignoring above measures.



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>external areas and equipment;</li> <li>• Outside play equipment and toys will be used in rotation;</li> <li>• Equipment is cleaned before use by each designated class group;</li> <li>• Outside play equipment and toys have been reduced;</li> <li>• This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>• Hand washing stations are positioned at each pupil, staff and visitor entrance to the school;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing stations within each classroom and on entry to the dining hall;</li> <li>• Hand washing sinks are located within each toilet provision;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Pupils and staff have been shown how to wash hands properly;</li> <li>• Help is available for children who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ On entry to the dining hall;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind pupils to use tissues and bin them once used in the designated clinical waste bin. If tissues are not readily available exactly when needed children are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel or electric hand dryers for drying hands.</li> <li>• Behaviour policy states consequences for children deliberately ignoring above measures.</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes (each room in use will have a designated cleaning box). This includes the following: <ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>Classrooms will be cleaned at lunch breaks and after school;</li> <li>Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>Common areas will be cleaned once a day;</li> <li>Once a week a 'disinfectant fogging' will take place of all areas in use across the school;</li> <li>Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> <li>With the exception of key workers and vulnerable children, all children and supervisory staff will vacate the premises after lunch on Wednesdays to allow for a deep clean of the school.</li> </ul>	Medium	x
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>Employees are required to conform with social distancing requirements at all times;</li> <li>School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>Staff room usage will be according to a staggered timetable and guidelines followed regarding it's use;</li> <li>Staff are encouraged to bring a packed lunch- there will be no dinners for staff prepared by the kitchen, keeping a suitable distance from other occupants when eating;</li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Pupils will practise social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>Employees will be provided with and wear PPE when required to support a child showing symptoms or requiring first aid or intimate care.</li> </ul>		
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling / removal of clinical waste</li> <li>Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>A specific First aid needs assessment has been completed and will be sent to teachers and displayed in staff room;</li> <li>The FA assessment takes into account numbers and ages of pupils, number and training of employees;</li> <li>This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision;</li> <li>Qualified first aiders are in place, and at an appropriate ratio for paediatric first aiders in Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions);</li> <li>The school has a specific room designated for suspected cases of COVID-19- the Green Room;</li> <li>Staff or pupils who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate</li> <li>A suspected case should isolate for 8 days (day on onset PLUS 7 days). The rest of the household need to isolate for 14 days;</li> <li>First aiders required to assist this person will wear full PPE including, apron, gloves and mask;</li> <li>First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-</a></li> </ul>	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p><a href="#">decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>Put in designated clinical waste bin and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul>	High	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>Parents/carers;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>Parents/carers are not permitted to enter the school site unless by prior appointment;</li> <li>Any meetings that must be conducted on site, that cannot be conducted by phone will require safe social distancing and hygiene measures;</li> <li>Parents/carers have been informed to call the school office or email if they have any questions or concerns;</li> <li>If parents/carers need to drop off items for pupils, they should be left at the school main entrance for staff to collect;</li> <li>Visitors will only be permitted at their designated time and will be asked to wait outside of the school gates of the door to the main entrance until their school contact is available;</li> <li>The school contact is required to attend reception in good time to meet their visitor;</li> <li>Face to face meetings in small room or within 2m are not</li> </ul>	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>permitted;</li> <li>Delivered items will be collected by office staff and stored in office.</li> <li>All visitors to the school must wash their hands immediately on arriving</li> </ul>		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>One in one out management of toilets is in place;</li> <li>Toilet use protocols are managed by Teachers/TAs if located adjacent to classrooms;</li> <li>Pupils' use of toilets outside of early years' is managed by staff and communicated to pupils;</li> <li>Only one member of staff to use the ladies' toilets in the main entrance at any one time – there will be no congregating of staff in this facility</li> <li>Toilet in use signs are in use;</li> <li>Toilets are cleaned throughout the day</li> </ul>	Medium	X
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times.</li> </ul>	Medium	X
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that are partially open- <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> </ul>	Low	X
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> </ul>	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements.</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements;</li> <li>➢ Safe exit via the nearest fire exit;</li> <li>➢ Training occupants of any changes to evacuation;</li> <li>➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>➢ Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>➢ All bubbles should use their normal assembly points: <ul style="list-style-type: none"> <li>○ YR – KS1 playground</li> <li>○ Y1 – MUGA</li> <li>○ Y6 – KS2 playground</li> <li>○ KWC/VC – KS2 playground</li> <li>○ When lining up please ensure 2 metre social distancing</li> </ul> </li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low	X

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	<i>Recommended Actions</i>


***Please note:***

All controls are subject to change should government guidance change at any time. Government and DfE guidance **MUST** be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Following assessment if no further actions are assessed to be required please mark an X in the "Further Actions" box. If, however, additional controls or actions are assessed to be required please place a ✓ in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*