

September COVID RE-OPENING Risk Assessment

Location / Site	St. Thomas' C.E. Primary School, Newhey
Activity / Procedure	Re-opening of school to all children
Assessment date	14.08.2020 (amended from May 2020)

Government guidance states for schools states:

'Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.'

'In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.'

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>WE HAVE TO ACDEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children to be sat in rows facing the front of the classroom (classes 2-5). 2. Unnecessary furniture is to be removed from all classrooms and stored. 3. Soft furnishings are to remain in storage 4. Classrooms to maintain ventilation by the opening of windows. 5. Resources and activities planned to reduce shared contact and individual learning. 6. Children to have their own set of stationary and general equipment including: glue, scissors, felt tip pens, pencils etc. This is to be stored in a pencil case on their desk and n their tray. 7. Children to sit in the same seat at the same desk each day. 8. Movement within the classroom is to be limited. Each class to create a social distance charter with the children– including how many children playing with resources and how (e.g. either end of water tray, include instructions how to line up, physical contact use of toilet, moving around the classroom etc.). 9. The charter is to link to the amendments to the behaviour policy 10. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 11. Use of outdoor space – same charter for outdoors 12. Staff allowed to stay at adult height – no requirement for getting to child level for interactions 13. Interactions carried out where possible from a distance 14. Staff to be in close contact (within 1 metre) with a child for a maximum of 15 minutes. Staff should aim to stay at least 1 metre (where a 2 metre distance isn't possible) away from children at all times unless it is absolutely necessary. 15. Children to take home water bottle daily for cleaning. Water bottles should be stored on the child's desk (classes 2- 5) and only touched by the child they belong to. 16. Children to be taught in class bubbles. 17. Staff can move between bubbles, but this must be kept to a minimum. 18. When staff do enter a new class, they must follow an enhanced hygiene 			

measures – wash hands and use hand gel on entry and exit, use their own equipment and wipe down any computer equipment with sanitising wipes that they have touched before leaving.

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Toilet bands / signing board used and only child allowed to go to toilet at a time – middle sinks closed for handwashing. 2. Class 1 will continue to use the girls KS1 toilet and class 2 will continue to use the boys KS1 toilet. 3. Classes 3, 4 and 5 will use the gender specific KS2 toilets. 4. Children to line up to use the toilets, using the markers on the floor, at lunchtimes to wash their hands. 5. Hand gel used after toilet use as well as washing hands 6. Extra Signs in toilet re washing hands 7. Wedges for the toilet external toilet doors if not fire doors 8. Extra soap ordered to ensure we do not run out 9. Wall mounted hand sanitiser units purchased 10. All toilets to be cleaned over lunchtime and at the end of the school day by the site manager 11. KS2 toilets are to be cleaned in the mornings as they are used by the after school club. 12. Taps and handles to also be wiped down frequently during the school day 				

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter\leave playground in morning and afternoon resulting in direct transmission of the virus				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
	<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Markers outside the playground on Church Street for the children and parents to wait – more than 2 metres apart as more than one person – behind two cones. 2. There are to be staggered starts to the school day: <ul style="list-style-type: none"> • Class 3 – 8.35am • Class 2 8.45am • Class 1 8.55am • Class 4 and class 4 – 9.05am (class 5 are to use the Huddersfield Road entrance) 3. Office staff and Headteacher will be on the playground to monitor and support with entrance into school. 4. Children will be allowed to enter at their allotted time, Teachers and Teaching assistants are to greet their children at the door and supervise handwashing. 5. There will be three outdoor hand washing stations to support with this. 6. Siblings will arrive together at the earliest start time. 7. For classes not due to start, the teacher will provide simple 'holding' activities linked to their maths or English learning, whilst they wait for the official start time. 8. There are to be staggered ends to the school day: <ul style="list-style-type: none"> • Class 3 – 3.00pm • Class 2 -3.10pm • Class 3- 3.20pm • Class 4 and class 4 – 3.30pm (class 5 are to use the Huddersfield Road entrance) 9. Children with siblings will leave at the latest time as with the morning, teachers will use this time to provide additional time to practise basic skills. 10. Children attending after school club, will do so at their allotted school finishing time. 11. Parents are not allowed to enter the school site, unless there is a prior arrangement in place. 12. To support with transition into reception class, reception parents will be allowed on the site for the first two days of the term, but they must remain socially distanced. (The year group is split into two groups making the groups smaller)

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
	Lack of social distancing during playtimes and lunchtimes resulting in direct

transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> Playtimes are to be staggered so that one class is in one section of the playground at any one time. <ul style="list-style-type: none"> Classes 2 and 3 – 10-35-10.50 (class 2 on small yard, class 3 on bigger yard) Classes 1 and 4 – 10-50-11.05 (class 1 on small yard, Class 4 on bigger yard) Class 5 – 11.05-11.20 (bigger yard) Classes are to use the toilet on exit to playtime. Staff are to supervise going out and coming in to allow for social distancing. Priority is to be given to those coming into the school. Classes going outside must give way to those coming in and may need to wait. Each class is to have their own colour coded basket of outside play equipment. This is to be stored in the classroom when not in use. Lunch times have been staggered to allow for one class in the hall at any one time and one class in each area of the playground. (The timetable and staffing for this can be found on the plan). 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Only one class will be eating in the hall at any one time 2. Tables and chairs will be wiped down between class bubbles by the lunchtime staff using hard surface sanitiser. 3. Children will sit in rows, all facing the same way 4. Children must wash their hands before going into the hall and use hand gel on entry and exit into the hall. 5. Adults should maintain a distance from the children and each other wherever possible. Direct contact with children should be minimal and kept to a maximum of 15 minutes. 6. Adults should sanitise their hands before and after touching cutlery used by children and encourage children to cut up their own food. 7. Lunchtime staff can wear appropriate PPE – mask, gloves and apron if they choose to. 8. The food preparation staff will work in accordance with Fresh Kitchen guidelines and risk assessments. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the corridors resulting in direct transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Movement around school to be limited. 2. Furniture items from the corridor to remain in storage to allow for 'keeping to the left' protocol. 3. Markers to remain on the floor as a reminder for social distancing, including arrows. 4. Single file must be adhered to whilst walking in the corridors. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Resources washed in Milton or alternative appropriate solution each night and left to dry 2. Tables, door handles and other surfaces cleaned with a recommended solution every night (sanitiser or disinfectant) and during the school day 3. Children have their own resources that will be stored in their pencil case and put in their tray. 4. Children encouraged to wash hands / use hand gel before lessons and after each lesson 5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing) 6. List of indoor and outdoor equipment to be used to be given to site manager each week so resources can be cleaned everyday using an appropriate cleaning solution. 7. Soft toys and furnishes including bean bags removed from the classroom before opening 8. Reading books can go home, but these must be stored safely in the classroom for 48 hours minimum before being returned to the library. 9. Children cannot change their own reading books. This must be done by staff. 10. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day 11. In EYFS, particular attention needs to be paid to the type of resources that can be used. For example sand is not be used for the time being. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have class teacher and a shared TA 2. The curriculum is to be designed to give time for emotional support. 			

3. Therapeutic Forest school will continue
4. Talking and drawing therapy will be available
5. The library area has been turned into a calming, quiet room for children in distress
6. Children will continue to be referred to external services if required
7. Staff will use a variety of methods to support distressed children and if the child needs appropriate physical contact from an adult in order to facilitate support, it can be given. The staff member must assess the situation and can choose to wear PPE (mask, gloves, face shield) if they wish. This is available in all classrooms.
8. If an adult does come into physical contact with a child they must wash their hands afterwards for at least 20 seconds and use hand gel.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All information is to be shared with staff in a timely fashion and they are to be consulted with about plans and risks assessments. (the plan was shared before the summer holiday as where timetables) 2. HT available during the summer holiday for staff to contact if necessary 3. Individual risk assessments can be produced with staff in order to address any specific needs 4. All staff have access to Employee Support through the Local Authority (a new scheme summer 2020) 5. Inset day on Wednesday 2nd September will include an opportunity for all staff to go through the new risk assessments as a socially distanced group (small school/small staff numbers) and be given the opportunity for individual follow up session with HT. 6. Reduction in staff meetings for the autumn term to allow for additional directed time needed for teachers as the school day will be slightly extended to allow for staggered starts/ends. 7. Delay in the rolling out of the new curriculum plans for some foundation subjects (history, geography, music) 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Face Shields purchased if needed –Extra disposable aprons ordered 3. Extra gloves ordered 4. Masks ordered. 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk. Amended behaviour policy to be followed. This has been shared with all staff. 6. PPE offered to staff for those working close with children Please note the Government guidance states “Wearing face coverings or face masks is not recommended” 7. Library has been made into a withdrawal space for SEND children to use 8. Individual risk assessments for those who struggle with personal hygiene or those that may spit and/or bite. 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Hand gel dispenser in all classrooms 2. Hand gel dispenser at all exit/entrance points 3. Hand gel dispenser in the hall and in the main corridor by the offices 4. Hand gel order in large quantities 5. Handwashing PHSE lessons, songs and rhymes 6. Extra soap dispensers and re-fills in each classroom 7. Extra hand washing bowls in the playground. 8. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 9. Washing hands posters replaced in all washing areas 10. Reminders how to wash hands properly – videos and posters 			

11. Procedure agreed for children to wash hands so thorough hand washing
12. Reminders about 'catch it, bin it, kill it' campaign
13. All work areas to have peddle bins for the disposal of tissues
14. Tissues to be available in all classrooms and work spaces.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using a recommended solution of either sanitiser or disinfectant 2. PPE will be worn by all cleaning staff and site manager whilst cleaning 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Resources on each day list given to site manager to ensure these resources are cleaned at the end of the day 6. Appropriate cleaning equipment is to be available in all classrooms, offices, library and staffroom for staff to use throughout the day 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

1. Those staff who are extremely clinically vulnerable will be supported to work from home.
2. Staff who are clinically vulnerable will be able to work in school with individual risk assessments in accordance with Government guidelines to ensure that social distancing guidelines are adhered to.
3. Staff who live with family members who are advised to continue to shield by a medical professional will be assessed on an individual basis and may be asked to work from home.
4. Staff who live with family members who are clinically vulnerable will be able to work in school with individual risk assessments.
5. Individual risk assessments will include maintaining a 2 meter distance from children and adults and where it is not possible minimise time spent within 1 metre, avoiding close face to face contact.
6. Pregnant staff will be in the clinically vulnerable and they will be risk assessed on an individual basis in accordance with Government and health professional advice.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of illness to vulnerable children and family members through direct and indirect transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Most children can return to school, including those who were previously on the shielding list and those living with family members on the shielding list in accordance with Government guidelines. 2. A minority of children may still not be able to attend. In these cases, proof will 			

- be needed from a health care professional that this is the case.
3. All vulnerable children will have their cases assessed on an individual basis and will be risk assessed.
 4. If local rates of the virus are high, it may be that vulnerable children may be asked to shield temporarily, and they may be temporarily absent from school.
 5. Online work will be provided for those children who unable to attend school due to medical advice. This will be set by their class teacher and will follow the class-based curriculum and will predominantly use the 'Oak National Academy' lessons.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Potential Reduction in access to first aiders.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Most bubbles to have at least one member of staff trained in first aid in the first instance. 2. A staff member my cross bubbles to treat first aid issues if they need to be seen by a first aider. Small cuts and grazes and can dealt with by all staff. 3. First aid kits will be available in each bubble 4. PPE will be provided as Government Guidance. The PPE will be in individual sealed 'grab bags' 5. Children who become unwell will encouraged to report to a member of their bubble staff in first instance, before being isolated in the library area. 6. Cleaning following a child who has started to develop symptoms will be carried out according to Government guidance. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Response to possible infection			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Full engagement on the Government's Track and Trace process

1. Staff and Parents must understand that they need to be ready and willing to:
 - Book test if they or their child is displaying symptoms. Staff and pupils must not come into school if they have symptoms and must be sent home if they develop symptoms in school.
 - Provide details of anyone they or their child have been in close contact with if they were to test positive.
 - Self isolate if they have been in close contact with someone who tests positive for Covid-19 or if anyone in their household develops symptoms of coronavirus.
2. Parents and Staff should inform the school immediately of the results of a test:
 - If someone tests negative and they feel well and no longer have symptoms similar to covid-19 they can stop self-isolating. Other members of the household can stop isolating.
 - If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for 10 days from the onset of their symptoms and can return to school only if they have no symptoms other than a cough or loss of smell/taste. (Government Guidelines). Other members of the household should continue to self-isolate for 14 days.

Cases amongst the school community

3. The school will contact the local health protection team and the schools COVID-19 department within Rochdale LA.
4. People who have been in close contact with the person who has tested positive will be asked to self-isolate for 14 days from when they were last in close contact with that person in accordance with advice from the health protection team.
 - Direct close contact (within 1 metre for any length of time including being coughed on, face to face conversation or unprotected physical contact (skin to skin))
 - Proximity contact (within 1 to 2 metres for more than 15 minutes)
 - Travelling in a small vehicle.
5. Records will be kept of pupils and staff in each group and any close contact that takes place between children and staff within the different groups.
6. A template letter from Rochdale LA will be sent to parents and staff if there is a positive case within the school community.
7. Household members of those sent home do not need to self-isolate themselves unless the child or staff member develops symptoms themselves. If someone does develop symptoms after being asked to self-isolate, they should follow the guidance and get a test.
 - If the test is negative, they should must continue to isolate for the remainder of the 14 day period
 - If the test is positive, they should inform the school immediately and isolate for 10 days from the onset of symptoms and their household should isolate for 14 days from the onset of their symptoms.
8. In accordance with Government guidelines we will not be asking for evidence of negative test results.

Containing an outbreak

1. If two or more cases are confirmed within 14 days or an overall rise in sickness absence where coronavirus is suspected, there may be an outbreak and we will work closely with the local health protection teams and take additional action if required.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Control of visitors and Contractors on site			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Ensure that the entrance office is always manned by a member of staff 2. Any contractor/visitor must make an appointment first 3. Encourage the use of QR scan codes for the signing –in system 4. Hand sanitiser is available next to the signing in system 5. Contact details of all contactors visiting the site will be taken for track and trace to be implemented if necessary 6. Contactors/visitors will be asked to wear a mask if social distancing can not be maintained (2 metre distance). 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Fire Safety			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add		

	appropriate detail about the type and location of controls
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Ensure that staff and pupils understand and know what the system will be whilst working in school. 2. Ensure that all fire exits are unlocked and clear as all areas of the school will be occupied. 3. Fire drill to be practised at the start of the week. 4. Staff to use the car park on the school field to allow for more space at assembly point to keep 2 metre distance. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Communication to parents			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Use mobile phone instant messaging service to give information updates. 2. Use the school website to post letters and direct parents to this via the instant messaging service 3. Use the School websites parent's portal to survey parents about views. 4. Use Skype/Zoom to meet with parents if necessary or urgent 5. Keep the school website up to date 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact with social care and other agencies			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Email and phone contact with social workers and other agency workers 2. Use of Zoom and Skype to hold meetings 3. Socially distanced face to face meetings may be required. All precautions 			

must be taken if this is the case.

<u>Identify hazard</u>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lockdown Procedures				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. The current lockdown plan will be followed 2. The office staff will raise the alarm by sounding the school bell 5 times. 3. Staff will close all classroom doors and use a wedge on the inside of the door to keep it shut. 4. Staff to contact the emergency services. 5. Staff to communicate via mobile phone with the office 6. If it is safe to do so, office staff will close all other doors in the school building 7. Staff to remain in classrooms until they receive notification from the emergency services or office staff 				

<u>Identify hazard</u>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Communication to staff				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Paper based plans and risks assessments to be shared with all staff, including those working off site 				

2. Use Zoom/Skype to hold regular meetings with staff
3. Use email and the staff 'WhatsApp' group to communicate information
4. Ensure that all staff can have an input into plans.
5. Risk Assessments and plans will be shared with the local union representatives.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Safeguarding			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. There will be either the DSL or DDSL on site at all times 2. Staff can access CPOMS to record incidents from home as well as school 3. Staff will have training on the Keeping children safe n education 2020 document and updated safeguarding policy on Wednesday 2nd September on the school premises in the hall. Staff will be seated in a socially distanced manor. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Mechanical Equipment not recommended to use			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The only air conditioning unit is in class three. Class three is not being used as a classroom and the unit has been switched off. 2. Hand driers will be turned off in accordance with Government Guidelines. 			

--

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of Social Distancing on the school car park due to limited space			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The car park is for staff use only 2. The likelihood is that staff arrive and leave at different times. 3. All cars must be reversed into spaces – this will leave two meters between drivers 4. If there is a passenger in the car, they must wait until the driver next to them has got out of the car and moved away. 5. A distance of two metres must be kept between people whilst using the car park 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading the virus – Temperature checks on staff and children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All children and staff will have their temperature checked if they feel unwell 2. The person carrying out the checks on staff can choose to wear PPE consisting of a face shield, gloves and an apron as 2 metre social distancing can't be adhered to, whilst carrying out the checks. 3. If a member of staff records a high temperature, they should be isolated in 			

the library and their temperature checked after 15 minutes. If the temperature remains high after 15 minutes they will be sent home, asked to self-isolate and get a test.

4. The person carrying out the checks on children can choose to wear PPE consisting of a face shield and an apron as 2 metre social distancing can't be adhered to, whilst carrying out the checks.
5. If a child records a high temperature, they should be isolated in the library and their temperature checked after 15 minutes. If the temperature remains high after 15 minutes they will be sent home, asked to self-isolate and get a test.
6. Gloves must be worn by the user and the gun sanitised before and after use as the guns will be shared between tow bubbles. Once sanitised the gun is to be put in a sealable plastic bag ready for the next use.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of peripatetic teachers, supply teachers, volunteers and students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. The use of supply teachers will be kept to a minimum. 2. Is supply teachers need to be used, we will seek them from a trusted agency and request the same teacher each time, rather than changing the supply teacher regularly. 3. Supply teachers will be given an outline of procedures for extra hygiene, cleaning and social distancing. 4. Peripatetic music teachers are based at Rochdale Music Service. The music service are working hard to put appropriate measures in place to allow lessons to resume. 5. Lessons will resume, once appropriate measures are in place. 6. Whole class music lessons may be conducted remotely via an online platform. 7. After school clubs led by external teachers/coaches will not take place during the autumn term as it involves mixing class bubbles. 8. The P.E. coach provided by One Goal, will continue to work in school on consecutive days. The sports coach will resume his normal timetable. 9. All P.E. lessons will take place outside. Equipment will be carefully monitored to ensure it is not shared between class bubbles and cleaned after use. The 			

sports taught will be altered to reduce contact between pupils and will follow Government guidelines.

10. Volunteers and students can attend school, however, their movement between classes will be reduced. Volunteers and students will be class based and they must adhere to the school's risk assessments around social distancing and enhanced hygiene measures.

11. Volunteers will be subject to the regular background checks in accordance with school policy and Government statutory requirements.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of shared IT equipment			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Classes four and five to have their own class sets of tablets partly funded through the Governments catch up scheme. Each child will have an identified tablet that is for their use only. Tablets will be stored in the relevant classrooms. Classes 1, 2 and 3 will have access to the laptops and iPads. The iPads will be stored in class 3. Laptops and iPads must be cleaned with an appropriate sanitiser before and after use. After school club also has access to the laptops and iPads, again these must be cleaned before and after use. Computers that are in classrooms must be monitored for use and cleaned regularly. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Intervention, Forest School and other therapy groups			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS

These control measures are to encourage space between children where possible.

1. Children will be placed in smaller groups for some teaching and therapeutic work.
2. These small groups will contain children from the same class bubble only for at least the autumn term.
3. Intervention groups will take place in the school hall until after the half term holiday when the 'hobbit hut' will be available for use.