

COVID 19: RISK ASSESSMENT

Educational Setting	Fen Ditton Community Primary
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Mark Askew with some original input by Stuart Wood, Health, Safety & Wellbeing Business Partner 13 th May 2020 Updated 02.01.21
Review Date	02.02.21

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Pupils, staff, parents, visitors	<ul style="list-style-type: none"> Have a parent one way system using the gate next to the car park for entrance and the bike shed gate for exit. There will be clear signage and the use of tape to promote social distancing on the playground for parents and pupils to follow. Only 2 pupils from the same class (bubble) at a time to use the bike shed or a family unit. Pupils informed to walk on the left hand side of the corridors. Only one pupil to go to the toilet at any one time. Staff to avoid sending pupils on errands 	Clear signage on the outside of the school, on doors and the inside of school to promote expectations. These need replacing following weather damage	SLT to put up signs and barriers	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>around the school.</p> <ul style="list-style-type: none"> • Classrooms should be able to accommodate all pupils with desks facing forwards in the 4 older classrooms. The other 2 classrooms will be operating in an Early Years Provision way with continuous provision. Horse shoe arrangement can be used to support some guided work. • Other Furniture should be sited appropriately to accommodate desk arrangements and allow access. Any unused furniture to be removed from the classroom. • Ensure that fire exit routes are not compromised. • Provide all individual equipment for children to use on their own table (Years 2 and above) • There will be a 2m space at the front of the classroom for the adults to present and work from. • Teachers to use any display boards next to the IWB as an additional working wall space to support learning. • If an adult needs to support a pupil (in 				

COVID 19: RISK ASSESSMENT

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		<p>their bubble) individually they should do so from behind the pupil to avoid face to face contact. The adult should also try to remain standing. If an adult needs to support a pupil who is outside of their bubble, they should wear a face covering.</p> <ul style="list-style-type: none"> • Pupils and staff will be limited to their zone (Reception 1/Year 1/2 area; Year 2,3,4 area and the mobile areas. • Signs in class to promote social distancing and avoid unnecessary movement of pupils. • Ongoing communication between school staff, parents and pupils. • Invite only 1 parent to escort their children to school. Letter to parents explaining this. • The playground to have barriers between the pupil entrance to the classroom so that parents keep their distance from staff. • Staff must wear a face covering when on the playground for drop off and pick up time. • Children in Year 2 and above must remain 	<p>If a member of staff is required to move to another zone (first aid/senior teacher) this member of staff to use the hand sanitiser before entering the zone.</p>			

COVID 19: RISK ASSESSMENT

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		<p>at their work station where possible.</p> <ul style="list-style-type: none"> The playground and field will be zoned off and children informed about the activities they can do. The 2 younger classes to use the Forest Playground and the other 4 classes to use the front and back playground. An adult, using their discretion, can comfort a child by using some physical support of a pupil if they are distressed or if they are putting others at risk. Both the young person and the adult should wash their hands afterwards. Open windows before classrooms are occupied and during break times, if appropriate to do so (temperature dependent) have some windows opened partially, but not directly next to a pupil. 	<p>Ensure everyone is dressed appropriately for the cooler weather – long sleeves, jumpers, thick tights and allowing pupils to wear coats in the classroom if appropriate.</p>			
<i>Early Years and Year 1/2 provision</i>		<ul style="list-style-type: none"> The pupils will be given a fixed position on the large carpet/floor area for whole class teaching. Continuous provision resources will be set up in distinct zones in the rooms. These resources will not be shared between the 2 classes unless they are 		SLT/Reception team bubble	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>cleaned beforehand.</p> <ul style="list-style-type: none"> • Regular hand washing will be promoted when children move from one zone to another. • All soft furnishings to be removed from the room • Books can be displayed, but pupils should ensure that they have cleaned their hands before they handle them. • Resources not being used by the pupils should be stored securely in the room and/or furniture to be removed completely if it is not needed. • Lunch and water bottles to be located in a designated space with clear labels. • The outdoor area can be accessed by both classes, with numbers using this space limited and monitored by the staff teams in both classrooms. Pupils and staff to hand wash before and after using the outdoor area. • Children limited to 16 maximum in this outdoor area. Adult supervision required. 				
<i>Cleaning</i>	<i>Everyone</i>	<ul style="list-style-type: none"> • Pupils/adults to wipe down the work 	<ul style="list-style-type: none"> • If you have been 	Headteacher to clarify	September	

COVID 19: RISK ASSESSMENT

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<i>Covid-19 contamination of surfaces.</i>	<i>plus cleaners and site supervisors</i>	station area using cleaning products in preparation for lunch. <ul style="list-style-type: none"> • Teachers to clean resources that will be used the next day by pupils from another class. • Any PE or playground equipment that has been used by the pupils should be cleaned and wipes disposed of. • Hand sanitiser and wipes to be sited next to the photocopier with a sign to remind staff to clean their hands before using the machine. • No pupils to use the photocopier or collect printed work. • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points (a cleaner in for 1 hour during the school day) including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ⊖ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door 	informed that someone has tested positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. <ul style="list-style-type: none"> • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • The trim trail and tower not to be used. 	with VHS/Trust about cleaning	1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>handles.</p> <ul style="list-style-type: none"> ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Sanitiser wipes should be located next to the telephones and used on the phone and the member of staff to clean their hands too. ○ All staff should clean their hands using the hand sanitiser before using the telephone 				
Lunchtime Catering facilities	Kitchen staff, pupils, staff	<ul style="list-style-type: none"> ● Reception and Year 1 pupils to eat in the dining hall. Tables and chairs to be set up in 2 specified areas for each class. Chairs should be sited to avoid pupils sitting face to face when eating. ● Adults to deliver school dinners to the dining tables and then children to sit down in their designated spaces. ● Pupils to collect their own packed lunch and sit down in the hall. ● Pupils to remain in their seats until they are told to leave and they will be escorted to the forest playground 	<ul style="list-style-type: none"> ● All staff encouraged to bring a packed lunch ● Appropriate staffing ratios to monitor children's interactions and safety. 	Deputy Head/Kitchen staff	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<ul style="list-style-type: none"> • Adults/kitchen staff to clear away their plates and clean down the tables and chairs. • Adults to deliver school dinners to the other 4 classes. Adults must wash/sanitise their hands before delivering any food. These adults should be either part of the bubble or assigned to a consistent bubble as part of the lunchtime timetable. If Caterlink staff deliver dinners, they should leave them outside of the classrooms. Wash hands between the delivery of each class. • Children to remain in their class until the majority of pupils have finished their lunch and then they will be escorted outside to their designated space. These pupils should only be dismissed from their classroom, when told to do so by an adult and when the other class sharing their playground space are inside ready for their dinner. • All food waste should be disposed of carefully in a double sack system. Leaving this bag outside their class to be collected 				

COVID 19: RISK ASSESSMENT

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		by the lunchtime cleaner who will dispose of it.				
Fire Safety	Everyone in the building	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still social distance from other bubbles. 	<ul style="list-style-type: none"> Signage to indicate social distancing when lining up for a fire evacuation. Practise an evacuation drill in the first week. 	headteacher	September 1 st 2020	
Access/Egress of school building	Parents, pupils and staff	<ul style="list-style-type: none"> Have a parent one way system using the gate next to the car park for entrance and the bike shed gate for exit. There will be clear signage and the use of tape to promote social distancing on the playground for parents and pupils to follow. Parents will be encouraged to use a one 	<ul style="list-style-type: none"> Priority must be given to disabled users and those identified as having health related issues. 	SLT	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>way system on route to the school. Apart from the Horningsea residents, all pupils and one parent should walk on the schoolside pavement. When they leave the school they should be encouraged to turn right and use the pelican crossing to cross over the road before continuing their homeward or onward journey.</p> <ul style="list-style-type: none"> • Playground tape or lines to keep parents and staff 2m apart during drop off time. • Parents will be informed to use electronic and telephone systems to discuss matters with school staff. Only significant and safeguarding matters to be discussed briefly with school staff at pick up times. • Parents not to drop in to the school office instead, either make an appointment or use electronic methods. • Senior teachers to ensure they are 				

COVID 19: RISK ASSESSMENT

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		<p>available but at a safe distance on the playground and wearing face coverings at all times</p> <ul style="list-style-type: none"> • Parents to be informed of times for drop offs and pick ups. • Pupil groups limited to using the one external door to the playground. Always allow a person to exit the building first. • Doors can be propped open to reduce the need for touch, but on exiting the room leaving it empty, any fire doors must be closed. • Wipes and sanitiser available at both sides of doors. All pupils, staff and visitors to use wipes or sanitiser before entering the building and when leaving the building. • Parents have been notified to contact the school with up to date emergency contact details considering any family members who are now shielding and 				

COVID 19: RISK ASSESSMENT

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		<p>unable to pick children up from school in an emergency situation or displaying Covid-19 symptoms.</p> <ul style="list-style-type: none"> Layby outside of the school gate to only be used by blue badge holders. Parents will be informed to, where possible, walk or cycle to school. If a car is needed they will be informed to park away from the school gates and walk to the school. Only one parent to enter the school grounds. 				
Being able to administer first aid safely.	Staff, pupils	<ul style="list-style-type: none"> Paediatric first aid provided in school at all times Access to first aid facilities will be maintained by setting up a first aid station in each zone of the school. Staff or pupils with medical needs have been assessed and relevant contents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. All staff to wear gloves when undertaking first aid. 	First aid bumbags to be taken outside if staff ratios are more limited.	Headteacher/lead first aider	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<ul style="list-style-type: none"> • First aiders, where practically possible, to position themselves sideways to the patient to avoid face to face contact. Face masks and aprons can be worn if there is going to be a prolonged period of time needed with a patient (15 minutes or more) or the nature of the treatment requires close contact or there is a greater increase of possible infection. • If treatment can be carried out safely in the zoned area it can be done there. More serious first aid must be carried out in the medical room. This area should be cleaned down immediately after it has been used. • The first aid logs to also be kept with the new station. Any completed logs must be saved in the blue folder kept in the medical room. • First aid slips will be used in school as normal to record on our electronic system, but staff will verbally (socially distancing from parents) as we would normally do for any head injury, but also during this period, for all first aid, in order 				

COVID 19: RISK ASSESSMENT

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		<p>to avoid slips unnecessarily going home. If it is not a head injury, first aid could also be communicated via a telephone call or email.</p> <ul style="list-style-type: none"> • Prescription drugs and emergency medicines are kept in the medical room with staff collecting these and taking them back to their zones. 				
Waste	Staff, pupils and cleaners, site supervisors	<ul style="list-style-type: none"> • Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely • Bins to have lids and be double bagged. • Children to have tissues on their own desk and the adults communicate the procedure for putting tissues in the bin and then hand washing to follow. • Bins should be emptied daily by the cleaners • Children with specific needs or are requiring regular use of tissues should have their own bin sited next to their workstation 	<ul style="list-style-type: none"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Headteacher/site supervisor	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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Break/Lunch times	Pupils and staff	<ul style="list-style-type: none"> • The school will stagger breaks/lunchtimes to achieve the social distancing. • Only one pupil allowed to go to the toilet in their zoned area at a time. They must use the designated door • A set of resources will be provided and limited for one class to use. There will be a rota system for other classes to use this equipment, with a 72 hour period of quarantine between each class use. • Adults to provide pupils with some activities and ideas during these times that they could do or play. • Lunchtimes limited to 40 minutes in total (approximately 20 minutes for lunch and 20 minutes outside) • Children to be supervised to use the toilet during this time. • The trim trail and tower area will be used by one class at a time on a rota system between Tuesday and Friday. 		Deputy head teacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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Staff/Pupils identified with vulnerable or critically vulnerable needs, including pregnancy or if they live with someone who is vulnerable.	Pupils, staff, parents and extended family members of staff and pupils	<ul style="list-style-type: none"> A risk assessment should be completed if anyone falls into these categories. 		Headteacher	September 1 st 2020	
Contractors and visitors	Contractors, staff and pupils	<ul style="list-style-type: none"> All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must include <u>Covid-19</u>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Any professional meeting or parent meeting should be held in the hall or outside Cleaning products available in the hall All visitors should use the hand sanitiser before entering the building All visitors, including parents to wear a 		headteacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		face covering at all times while in school. <ul style="list-style-type: none"> • Visitors to wear a school badge, with this badge being cleaned and a 72 hour quarantine as well. 				
Not having enough hygiene resources, including PPE, on site to carry out duties safely and practice hand hygiene.	Pupils, parents and staff	<ul style="list-style-type: none"> • The school has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. • Staff to wear PPE when providing intimate care/nappy changing– gloves, face covering and eye glasses to be worn. • Staff to thoroughly clean down the area following any changing. • The room needs to be well ventilated with the extractor fan on. • Staff should ensure they have washed their hands thoroughly. 	Posters displayed to encourage effective hand washing	Headteacher	September 1 st 2020	
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to 		Headteacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <ul style="list-style-type: none"> For further advice and guidance school will contact either the Trust Central team or Public Health England. 				
Administrative Staff	Office manager Admin assistant	<ul style="list-style-type: none"> Office space should be reviewed to allow for 2m Social distancing and access to desk area. Use floor tape to help staff keep 2m distance Only 2 members of staff allowed in the office at any one time If no office staff are present, other staff can access the office for keys etc, but avoid unnecessary touching of surfaces. Other staff to request help or access for things from the office via the window. Non office staff who need to use the telephone must either make a phone call before or after school when both or one of the office staff are not in school or have the cordless phone passed to them via the window. Ensure the telephone is 		headteacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>cleaned after each use. Staff can also use their own mobile device, ensuring no caller ID is used.</p> <ul style="list-style-type: none"> • Numbers on site should be reduced and/or working hours rotated. Ensure that fire exit routes are not compromised. • Staff should be assigned their own desk to be used throughout the week. • Make reasonable adjustments to avoid disabled workers being disadvantaged including new or expectant mothers • In respect to staff, clarification that the following staff will not be required to attend the workplace but may be expected to work from home in most circumstances • Those who are clinically extremely vulnerable (shielding) • Those who are exhibiting symptoms of COVID-19 and are self-isolating • Those self-isolating with COVID-19 symptoms • Those who have been certified by their GP as not able to attend the workplace • Those on sick leave. 				

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		<ul style="list-style-type: none"> • Pregnant staff may work up to the last trimester, a risk assessment and PEEP must be completed • Staff to be assigned or bring their own resources such as pens, scissors etc. Wipes available in all rooms. Sanitisers in all rooms. • Furniture will be moved if required or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. • Clear directional signage for visitors/staff and students • Further increase frequency of hand washing and surface cleaning • All visitors to site should be requested to wash hands on arrival. Sanitiser to be provided • The visitor book and pen to be kept in the school office when office staff are in school. • Use remote working tools to avoid in person meetings 				

COVID 19: RISK ASSESSMENT

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		<ul style="list-style-type: none"> • Staff to keep the glass windows closed when communicating with visitors. • Hand washing to be done after handling letters and parcels. • Hand washing should be carried out more frequently following the borrowing of resources and files located in the office. • Outside of administrative hours other staff can access the office for school records and the telephone, but ensure hand hygiene measures are carried out. • The stationery cupboard to be left open during the day – staff should clean their hands before entering this space. • Office staff to use their own school pens etc and keep these in a location that avoids others using them. • Clean phones and keyboards/desks regularly. 				
Appropriate use of Personal Protective Equipment	Pupils and staff	<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • Where close proximity working is 		headteacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		<p>required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • Pupils will not be allowed to wear any face covering and this should be removed and stored in a bag securely to be taken home. • Government guidance indicates that PPE is not required for staff, however staff are allowed to wear face coverings if they want to, but they must supply their own face covering. • Staff must wear a face covering while moving across the school site or entering an environment which is not their bubble. • See administering first aid for use of PPE. • Any intimate care procedures must be carried out with gloves, apron, face mask and a face shield • PPE must be used when a pupil is displaying symptoms of Covid-19 and 				

COVID 19: RISK ASSESSMENT

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		social distancing cannot be carried out. Staff are advised to wear face covering, apron and gloves while they are supervising a pupil while waiting for collection from the pupil's parent.				
Inappropriate behaviour putting others at risk.	Pupils and staff	<ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • Staff to inform pupils: <ul style="list-style-type: none"> ✓ how to wash their hands ✓ which table or space to sit before entering the classroom ✓ Expectations for using tissues. ✓ Thorough hand washing before and after using the toilets. ✓ Only one pupil at a time to use the toilets. ✓ Expectations for general classroom behaviour ✓ Expectations for play and lunchtime ✓ A culture of educating the pupils and a positive approach to supporting behaviour compliance. • School will carry out inductions to inform 		Headteacher	September 1 st 2020	

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		<p>staff and pupils of any changes.</p> <ul style="list-style-type: none"> Encourage staff to cooperate with government plans for contact tracing. Independent risk assessments for specific pupils. 				
Pupils carrying out practical tasks	Pupils staff	<ul style="list-style-type: none"> Pupils are informed of how to use any equipment safely. Pupils to be given their own equipment and resources to use at their workstation. This should be set up preferably prior to the lesson starting but if this is not possible the adult should distribute equipment and resources in a controlled way. Any resources (science, art, maths, etc.) used must be either part of the classroom environment or should be cleaned before and after they have been used. If the school ovens are going to be used, they should be cleaned after their use before other classes use them. Any more adventurous practical activities can only take place following a risk assessment agreed by the Educational Visits Coordinator (EVC). 		Headteacher/teaching staff	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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Contact and transmission during play or PE.		<ul style="list-style-type: none"> • Pupils to attend school wearing their PE kit on days where PE takes place. • Pupils to bring their own water bottles and take these with them to the PE lesson. Pupils to be given regular water breaks. • Pupils and staff to wash hands before and after the PE lesson. • PE lessons to take place outdoors. • Hand sanitising station to be set up on the field/playground. Tissues should also be available at the station. This is to be used in addition to regular hand washing. • Minimise use of equipment but where equipment is used, it should be sanitised before and after use and not shared between other classes. • Staff to carry first aid bag and follow guidance on how to administer first aid where necessary. • Timetable for PE lessons to be adhered to. • An external coach must practise social distancing at all times and hand sanitise on arrival at the school, before and after 		PE lead	September 1 st 2020	

COVID 19: RISK ASSESSMENT

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		delivering a lesson. <ul style="list-style-type: none"> Lessons will be designed to avoid pupils needing physical intervention/instruction by the teacher. 				
School Staffroom	staff	<ul style="list-style-type: none"> Maximum of 5 members of staff in the staffroom at any one time. Only 1 member of staff to use the kitchen area at any one time. Staff must sanitise or wash their hands when entering and leaving the staffroom. A face covering to be worn by staff while making food and drinks. Remove when consuming food or drink. The qube will be used as a second staffroom. Staff will be informed of which staffroom they must use. Staff must sit with at least one chair between their colleague, if possible 2 chairs. The door to be left open at all times Staff should only use mugs, plates, utensils, etc that have been dishwashed 	If the weather is good use the outdoor area. Staff could also have their breaks and lunch in their classroom.	Headteacher	September 1 st 2020	

COVID 19: RISK ASSESSMENT

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)