



# Fulwell Infant School Academy COVID-19 Risk Procedures and Risk Assessment



## INFECTION CONTROL RESTRICTIONS / RESPONSE

Risk assessment carried out by - Wendy Angus, Anne Gibson, David Forster, Sandra Bell	Job title - Head teacher, Business Manager, Premises Manager	Date of assessment - August 2020.
Review interval - Weekly.	Date reviews carried out - 8 <sup>th</sup> December 2020 In place until January 2021 in response to the outbreak at Fulwell Juniors.	
Staff covered by this assessment - All Staff and Children accessing the school site/building	Activities involved - All day to day activities involved in school.	

### RISK RATING:

Likelihood	Severity
1 - Very Unlikely	1 - Insignificant
2 - Unlikely	2 - Minor
3 - Fairly Likely	3 - Moderate
4 - Likely	4 - Major
5 - Very Likely	5 - Catastrophic

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY				

1-2	No Action
3-6	Monitor
8-12	Action
15-16	Urgent Action
20-25	Stop

The school has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children's Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). -[Critical Workers who can access schools occupational settings](#)

School welcomed back children from Nursery, reception and year 1 from 8<sup>th</sup> June 2020. Year 2 children returned full time for the last week of term. The comprehensive measures put in place were successful and have been developed further in this risk assessment to welcome back all children. (COVID-19) Implementing protective measures in education and childcare settings

The School are also following the DfE guidance: [Actions for schools during the coronavirus outbreak](#)

The School have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#)

The School have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#)

**Where need identified staff members continue to work at home.**

The School have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others \(social distancing\)](#) (Point 6). Where need identified individual risk assessments will be completed for identified staff members.

**The School are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.**

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS.](#)

**Where need is identified for relevant pupils the School are following the DfE Guidance for [Conducting a SEND risk assessment during the coronavirus outbreak.](#)**

The School are following the guidance [COVID-19: Cleaning of non-healthcare settings](#)

The School have considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) and [Planning guidance for primary schools](#)

**Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the School communication links.**

**PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 - 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)**

Sunderland Local Authority are working with partner agencies and following national guidance.

**For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team**

This risk assessment becomes active from September 2020 following the full re- opening of school.

The risk assessment will be continuously under review throughout each day and provision will be adjusted to respond to any emerging issue. Safeguarding adults and children is woven throughout this document and is of the highest priority in all aspects of our work. The risk assessment applies to all school staff, pupils, parents and visitors to school.

Should a local outbreak of COVID-19 result in a school closure, the previous lock down risk assessment will apply until the school re opens. At all times, guidance and advice from Public Health England will be followed.

HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>INFECTION CONTROLS</b></p> <p>Limiting the Spread of Coronavirus (COVID-19) to the school community.</p>	<p>All children returned to the school site from September 2020, with controls in place:</p> <ul style="list-style-type: none"> <li>Children organised into year group bubbles. Whilst indoors, the children will remain in a 'sub bubble' of their class group. They will remain with their teacher, TA and lunch assistant unless there is an emergency.</li> <li>Staggered entry and collect times for year group bubbles.</li> <li>One way system for movement around the perimeter of the building.</li> <li>Registers taken each day of pupils present.</li> <li>Staff arrive on site prior to the start of the school day.</li> <li>Staff are members of all year group bubbles although class staff will remain with their class group whenever possible. In an emergency, another member of staff will stand at the classroom door.</li> <li>Pupils are met each day at the identified entrance for their class by their staff member.</li> </ul> <p>Parents will not be permitted into the school building.</p>	4	5	20	<ul style="list-style-type: none"> <li>Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the COVID-19, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></li> <li>Parents/Carers and Staff advised to report to the school <b>any symptoms</b> of COVID 19 that their household may have and immediately arrange a test.</li> <li>Parents/Carers are asked to notify school <b>immediately they arrange a test</b> and keep their child at home until the test result is known. They must follow the current self-isolation guidelines if testing positive.</li> <li>Parents/Carers and staff required to respond to test, track and trace.</li> <li>Before entering the work place, all staff must report to the Head/Deputy Head teacher if they are experiencing any of the following symptoms: <ul style="list-style-type: none"> <li>A high temperature</li> <li>A new continuous cough</li> <li>Loss of taste or smell</li> </ul> </li> <li>All staff advised that they must inform the Head/Deputy Head</li> </ul>	1	5	5	<p>Head teacher Deputy Teachers TA's Lunch staff Premises Manager Cleaners Admin staff Daily</p>

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	<ul style="list-style-type: none"> <li>Main entrances -barrier system for</li> </ul>				<p>teacher if they or anyone in their household have been advised to self-isolate, before entering the workplace.</p> <ul style="list-style-type: none"> <li>Children developing a rash, or with other symptoms that are emerging as 'signs' of COVID in children, will be isolated and sent home. (rash, tummy upset, sore throat etc.)</li> <li>Staff and pupils temperatures will be checked each morning before they are allowed on to the premises by hand held thermometers which read from the forehead.</li> <li>If pupil or staff member has a temperature of 37.8 or above the parent will be asked to take them home immediately to self-isolate and arrange a test. Staff will go home.</li> <li>Pupils and Staff displaying symptoms will not be permitted into school until <a href="#">10/14-day isolation completed</a>.</li> <li>Children not to bring any bags or items from home, except a coat when needed and their PE kit at the beginning of each half term..</li> <li>Nursery children may bring a packed lunch in a box to be placed in a tray. Receiving member of staff, wearing gloves, will wipe</li> </ul>				

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	<p>vehicle entrance.</p> <ul style="list-style-type: none"> <li>Secure main door and inner door.</li> <li>Children will be dropped off and collected from classroom doors except childcare children or children where staggered entry times have been adjusted to accommodate sibling times, who will enter through the Main Entrance</li> </ul> <ul style="list-style-type: none"> <li>Minimal Contact - (avoid contact with anyone with symptoms or signs of infection). Staff to maintain a 2m (at least 1m+) distance wherever possible. Face coverings are available for closer contact when needed. Classroom 2m areas taped out. Staggered timetables support. No large group gatherings. Staffroom and facilities guidelines to</li> </ul>				<p>down each lunch container, using anti-bac wipes or spray.</p> <ul style="list-style-type: none"> <li>Staff have fobs which allow entry through automatic car park barrier and entrance to School building.</li> <li>The barrier will remain down from the time school opens.</li> <li>Contractors and visitors kept to an absolute minimum and will be supervised on site. No more than 2 people in the entrance lobby at any one time. Markings outside main entrance door as per social distancing measures (2m). Visitors will be required to wear face masks and be provided with a face shield as an addition or alternative, if they need to access areas of the school occupied by staff and children.</li> <li>A one way system is in place for parents dropping off and collecting children. Entrance via normal walkways and exit via car park which will be monitored by Premises Manager and no cars allowed in during the hours of 7.30 - 9.30am and 2.45 - 4.00pm Monday to Friday. All paths and playgrounds have safe distancing markers for parents.</li> <li>A footpath has been created to enable all pedestrians to safely leave the school site, separately to</li> </ul>				All Staff-Daily

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	<p>be strictly adhered to.</p> <ul style="list-style-type: none"> <li>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene "catch it, bin it, kill it", not touching faces, nose, mouth, lidded bins.</li> <li>Washing hands before and after eating, on entry to school, before break time, before home time and after outdoor time.</li> <li>Children will be encouraged to practice good and regular hygiene habits.</li> <li>Lidded bins are in place in all teaching areas. Contents will be emptied at the end of the day.</li> <li>Regular and increased cleaning - cleaning of frequently touched surfaces with zoflora solution.</li> <li>Additional cleaning through service level agreement with Sunderland LA to ensure mid-day cleaning of children's toilet areas.</li> <li>Sufficient hand washing facilities available. Hand sanitisers available in the library and teaching areas. Hand washing sinks in all teaching areas except the library.</li> <li>Staggered entry, playtimes and lunchtimes. If needed due to timings at lunchtimes/break times, the large yard will be divided into a year 1 area</li> </ul>				<p>vehicles.</p> <ul style="list-style-type: none"> <li>Parents are required to wear face masks when dropping off and collecting children and as they walk around the one-way system.</li> <li>Staff and child temperatures will be checked each morning before they are allowed on premises by hand held thermometers which read from the forehead.</li> <li>If a child or staff member has a temperature of 37.8 or above the parent will be asked to take them home immediately to self-isolate</li> <li>Staff to wear face shields at all times they are <b>close</b> to a child or adult. (unless a barrier to teaching)</li> <li>Face masks available to all staff to wear and this is recommended when in close proximity to children or colleagues.</li> <li>Plastic gloves and aprons, in addition to face shields to be worn when providing intimate care.</li> <li>Intimate care for children with an EHCP will be provided if needed. Staff will wear full masks, face shield, apron and gloves in this situation.</li> <li>All staff to be responsible for cleaning their face shield and mask (if worn) daily.</li> </ul>				

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	<p>and year 2 areas, to enable both bubbles to be outdoors but remain separate.</p> <ul style="list-style-type: none"> <li>Year group bubbles will not mix. No large gatherings such as assemblies.</li> <li>Assemblies will take place by zoom with children remaining in classrooms.</li> <li>Other than in nursery and in September for reception classes, children will not be 'taken from' parent if upset and not wanting to come to school. Parent will be asked to move to the back of the entry queue and try to calm the child. Staff will try to 'persuade' from distance, using incentives. If this fails, the parent must take the child home.</li> <li>Ventilation improved by opening windows and propping non-fire doors open in all rooms.</li> <li>Where a child displays symptoms of the virus they will be isolated away from other children and staff. Staff giving care until they are collected will be wearing face coverings, apron and gloves. The ICT room will be used as the main isolation point.</li> <li>The isolation room will be cleaned before re-use by a member of staff using face coverings, apron and gloves.</li> <li>Active engagement with NHS Test, Track and Trace. All visitors and</li> </ul>				<ul style="list-style-type: none"> <li>A column to be added to the visitor signing in book where the mobile number will be recorded for contact for test, track and trace.</li> </ul>				

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	<p>contractors will record their details in the books held in the entrance lobby, for track and trace.</p> <ul style="list-style-type: none"> <li>• Children will be placed in year group bubbles and class groups within that will not mix indoors.</li> <li>• Social Distancing will be applied within bubbles where possible -within breakfast and after school clubs, children will be directed to remain with their year group peers and sit at year group tables when eating.</li> <li>• Outdoors will be used for childcare whenever possible.</li> <li>• Social distancing messages will be regularly given.</li> <li>• All staff will be included in each bubble, however, during a situation where there is an outbreak within the community, class staff will remain with their children and any emergency supervision will take place at the classroom door.</li> <li>• Face coverings, aprons and gloves to be available to support staff throughout the working day.</li> <li>• Classroom furniture will be re arranged to ensure social distancing from the teacher and where possible furniture not in use will be removed or placed around the perimeter of the class to allow as much clear floor space as possible</li> </ul>								<p>Lunch Staff- Daily Classroom staff for part of lunchtime</p>





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	<p>hall is cleaned and then reception children eat their meal.</p> <ul style="list-style-type: none"> <li>• Reception children will line up and receive their meals in class groups and sit in their class group at 2 class tables. Their member of lunchtime member of staff will support them.</li> <li>• Children supervised by lunchtime supervisor throughout lunchtime.</li> <li>• Children, when finished, leave their tray on the table which is collected by gloved lunchtime staff and returned to the kitchen.</li> <li>• The class are supervised hand washing and then taken to their identified play area for outdoor provision.</li> <li>• Children will have access to a small number of toys for use outdoors. These will be cleaned daily after use.</li> <li>• Lunchtime supervisors to follow procedures strictly and to be fully briefed before taking up duties.</li> <li>• Outdoor portable play equipment is kept to a minimum, cleaned and stored in the classroom after use.</li> <li>• Reception fixed play equipment to be cleaned with anti-bacterial spray after use by each group</li> <li>• Portable equipment wiped down after each use.</li> <li>• Cleaning regime in place for outdoor play equipment at the end of the school day.</li> <li>• Children/Staff will wash their hands</li> </ul>				<ul style="list-style-type: none"> <li>• Lunchtime staff to wear Face shields at all times. Aprons and gloves must be worn for intimate care or when serving food. Masks may be worn.</li> <li>• Staggered times for each group of children and year 1 and year 2 each have half of the large playground sectioned off for any occasions where they both need to be outdoors at the same time.</li> <li>• Reception children will sit at a table with their class mates only, sitting separate from children in other classes.</li> <li>• Trim Trail to be taken out of use for the time being.</li> <li>• Outdoor play equipment to be included in any deep cleans</li> </ul>				Parents/ Carers-Daily

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	<p>before they leave the school site.</p> <ul style="list-style-type: none"> <li>• Water bottles taken home from school each day</li> <li>• Pick up times will be staggered to minimise social contact</li> <li>• Only one Parent/Carer permitted to collect their child from the school site.</li> <li>• Parent/Carer to wear a face covering whilst on site dropping off or collecting.</li> <li>• Parents/Carers to ensure that they follow social distancing marks in the playground.</li> <li>• Parents/Carers directed to leave the school site immediately once they have collected their child following the one way exit system</li> <li>• Gates are secured to the school site.</li> <li>• Entrance doors are included in the cleaning regime at the school.</li> </ul>				<ul style="list-style-type: none"> <li>• Parents/Carers to keep the school up to date who will be collecting their child from school.</li> <li>• Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school.</li> <li>• Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Music activities have been risk assessed.</li> <li>• When singing or group instrumental playing is involved, children will be taught in half class groups within the music room.</li> <li>• During the Autumn term, year 2 music teaching will use percussion instruments rather than recorder. Recorder will be used when it is safe to do so.</li> </ul>				<ul style="list-style-type: none"> <li>• Recorders will be disinfected after each use</li> </ul>				<p><b>Dr Renwick</b> <b>Mrs Witten</b> <b>Mrs Potts</b></p>

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	<ul style="list-style-type: none"> <li>The music room is fully ventilated.</li> <li>Children will have their own recorder that is kept in their personal tray.</li> </ul>								
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>INFECTION CONTROLS</b> Primary aged children - lack of understanding</p>	<ul style="list-style-type: none"> <li>Social distancing will be encouraged but not expected of children in school, within their year group bubbles.</li> <li>Staff will manage the use of toilets - avoiding over crowding</li> <li>Display the posters / signs which are suitable for young children <a href="#">e-bug Information &amp; posters about Coronavirus</a></li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Regular staff supervision when children washing/sanitizing hands.</li> </ul>	1	5	5	All Staff-Daily
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>VULNERABLE ADULTS/CHILDREN</b> Pupil /Staff member living in a household with someone who is</p>	<ul style="list-style-type: none"> <li>If a child or staff member is living with someone who is extremely clinically vulnerable the school will put mitigation factors in place.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Where needed, identified pupils will be supported to learn at home.</li> </ul>	1	1	1	Head teacher-Where identified

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extremely clinically vulnerable									
<b>HAZARD:</b> Death or serious illness to staff members, children and families.  <b>VULNERABLE ADULTS/CHILDREN</b> Pupil/Staff member living with a clinically vulnerable person	<ul style="list-style-type: none"> <li>If a child or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the DfE have advised that they can attend the school.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Staff members need to ensure that they wear face shield and/or face masks and gloves are provided when they judge a situation requires this. Staff must keep a safe distance from others. Tape will be used in the classroom to mark a safe distance away from children.</li> </ul> <p><i>This is a management decision.</i></p>	1	5	5	Head teacher Where identified
<b>HAZARD:</b> Death or serious illness to staff members, children and families.  <b>SCHOOL PROVISION</b> Staff Protective face coverings	<ul style="list-style-type: none"> <li>Tasks have been identified within the school that would require staff wearing a mask, face shield, apron, gloves; First aid, changing of any child re intimate care, cleaning activities where need is identified and potentially when a staff member/child is symptomatic of covid-19</li> <li>During the outbreak in the community, and in the days before the school finishes for Christmas, children soiling themselves will be asked to be taken home for cleaning. 8<sup>th</sup>-17<sup>th</sup> December 2020.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>The school is to hold a supply of masks, face shields, disposable gloves and aprons</li> <li>Staff to be provided with personal face masks and face shields. It is their personal responsibility to ensure these items are kept clean with anti-bac every day. Staff will decide when it is appropriate to be wearing their face mask and/or face shield.</li> </ul> <p><i>This is a management decision.</i></p>	1	5	5	All staff on every occasion

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	<ul style="list-style-type: none"> <li>Staff follow rigorous hand washing practice.</li> </ul>								
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b> Supervision Ratios and Premises management tasks</p>	<ul style="list-style-type: none"> <li>Normal staffing ratios will apply in line with Government Guidance. <ul style="list-style-type: none"> <li>Teaching staff</li> <li>Teaching assistants</li> <li>Admin staff</li> <li>Lunchtime staff</li> <li>Kitchen staff</li> <li>Caretaking and cleaning staff</li> </ul> </li> <li>Head teacher, Deputy Head teacher or a member of the leadership team will be on site at all times</li> <li>Supply, Peripatetic and Temporary staff are able to move between schools - whilst minimising contact with children and other staff</li> <li>Designated safeguarding lead available at all times</li> <li>First aider (paediatric) always available.</li> <li>Wider school Risk Assessments will be reviewed (premises, people specific, etc. and include adjustments made for covid-19 by the leadership team and premises manager. Copies of these are available for all staff, within the staffroom.</li> <li>Parents advised via school communication links that only <b>one</b> parent/carer (accompanied by younger</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Year group bubbles will be arranged into class groups with appropriate staff.</li> <li>Additional cleaning of toilet areas has been arranged to support at lunchtimes.</li> <li>The school will be fully 'deep cleaned' during each holiday period and in response to any identified positive cases.</li> </ul>	1	5	5	All staff as needed

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	<p>and/or older siblings who are not in school) are permitted to drop off/pick up their child.</p> <ul style="list-style-type: none"> <li>• Children, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>• The start of the school day has been staggered to allow controlled access into the school building by pupils.</li> <li>• Parents not permitted to enter the school building unless need is essential. If a parent wishes to discuss anything with teacher they should do so via a telephone conversation to ensure confidentiality if appropriate. (Nursery parent first visit)</li> <li>• Children are met each day at the identified entrances for their class by a staff member.</li> <li>• Children will place coats, cardigans, jumpers on their coat peg.</li> <li>• Staff store their bags (phones, medication) in personal lockers except at break times.</li> <li>• Children's named water bottles are to be stored in their personal tray in the classroom or in a class tray.</li> <li>• Clear direction given to parents via the school's communication links for the start and end of the school day.</li> <li>• Rota in place for the lunchtime period to reduce the flow of pupils in the corridor areas.</li> <li>• Alternative external routes to be</li> </ul>				<ul style="list-style-type: none"> <li>• Taped markers have been placed on the paths and playground to ensure social distancing is easy to follow for parents and children. In addition a one way system will be in place. Children brought into School following usual route and Parents will leave the premises by following the path through Year 2 yard and then the path around to the car park (which will be supervised by the Premises Manager). No cars will be allowed into the car park between 7.30 - 9.30am and 2.45 - 4.00pm to allow safe egress from the School Site.</li> <li>• Snow arrangement timetable has been created (November), shared with parents and published on the website to enable staggered entry and exit of children in snow conditions, when only the main entrance can be used.</li> <li>• Children, Parents/Carers to be continually reminded via school communication links to maintain social distancing and wear a face mask when entering the school site.</li> <li>• Staggered start times communicated to parents via school communication links and updates provided where need identified.</li> <li>• Parents/Carers advised to leave the</li> </ul>				<p><b>September 2020 Leadership review</b></p> <p><b>Head teacher-Daily as needed.</b></p>

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	<p>adopted to access outdoor play areas etc.</p> <ul style="list-style-type: none"> <li>• Social distancing measures adhered to wherever possible.</li> <li>• Children are always supervised when moving about the building.</li> <li>• Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Hand sanitizer or wipes may be used after each use.</li> <li>• Office areas and PPA room to be managed to enable social distancing, increased cleaning regimes, ventilation where possible.</li> <li>• The school office has clear screens installed between desks where staff work face to face.</li> <li>• Staff rehearse hand washing with children daily.</li> <li>• Children reminded about toilet flushing and expected hygiene standards at least weekly.</li> <li>• Toilet facilities cleaned mid-day and at the end of the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>• Lunch time and break time rota in place for staff accessing the</li> </ul>				<p>school site immediately once their child has entered the building.</p> <ul style="list-style-type: none"> <li>• School entrances and site secured at the start of the school day.</li> <li>• Movement about the building monitored throughout the school day.</li> <li>• Rota's changed where need identified.</li> <li>• Children only to use the specific toilets nearest to their classroom</li> <li>• Rota in place for lunchtime and break time periods. Access to outside areas from classroom doors. Class 8 to use central door in Reception corridor</li> <li>• Office photocopier to be restricted to Head &amp; Deputy Head, Finance Director and Office staff only to limit risk of contamination. PPA Room photocopier to be used by staff or photocopying to be handed to office staff for completion</li> <li>• Photocopier in PPA room - sign to remind staff to wash hands after use</li> <li>• Photocopiers to be wiped frequently</li> <li>• All areas to be cleaned daily</li> <li>• PPA Room - maximum of 3 members of staff at any time</li> <li>• Windows to be opened where possible</li> <li>• Staff to clear desk prior to leaving each night. Offices to have supply of antibac wipes for cleaning of desks</li> </ul>				<p><b>All Staff- Daily at all times</b></p>



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	<p>staffroom. No more than 4 people in Staffroom at any time. The library has been equipped as a second staffroom for break and lunchtimes. This is well ventilated and can accommodate up to 8 staff socially distanced.</p> <ul style="list-style-type: none"> <li>• Additional staff room areas are provided (library, music room, art room) to ensure staff can maintain 2m social distancing during breaks.</li> <li>• Teaching staff can decide to go home for their lunchbreak.</li> <li>• Windows are opened in the staff rooms when it is occupied by staff members.</li> <li>• Position of furniture within staff room areas reviewed to ensure social distancing. (every second chair to be used) A maximum of 6 staff to be in the staff room.</li> <li>• PPA room to be used by a maximum of 3 staff, working at a social distance at computer stations.</li> <li>• A deep clean of all areas of the school will take place during holiday periods and in response to a positive case.</li> <li>• Additional cleaning will ensure the children's toilets are cleaned mid-day.</li> <li>• Toilets will be thoroughly cleaned at the end of each day.</li> </ul>				<p>and telephones</p> <ul style="list-style-type: none"> <li>• Ladies Staff toilets - restricted to 2 people at a time. Cubicles 2 and 3 to be closed off to ensure social distancing. Only 1 member of staff at a time must be at sink to wash their hands.</li> <li>• Signs re occupancy, hand washing &amp; toilet closed to be provided</li> <li>• Disabled toilet (also used as Gents toilet) single use only. Hand washing sign in place</li> <li>• Nursery staff have their own single occupancy toilet. Hand washing sign in place</li> <li>• Staff to provide their own cup, plate and cutlery which should be washed after use and kept in their locker</li> <li>• Staff kitchen to be cleaned every night, surfaces, fridge etc. to be sanitized</li> </ul> <ul style="list-style-type: none"> <li>• Premises Manager and cleaners to clean handles, light switches, door releases and main areas in schools</li> <li>• Thorough cleaning of all areas used by staff and pupils continues on a daily basis by Premises Manager and staff team.</li> <li>• Classroom based staff to be responsible for cleaning keyboards in</li> </ul>				<p><b>Head teacher</b> <b>Admin team</b> <b>Premises Manager</b> <b>Cleaning staff</b></p>

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					<p>their classroom</p> <ul style="list-style-type: none"> <li>Children to be trained to clean their table using anti-bacterial wipes. Classroom staff will use the classroom resources (anti-bacterial wipes, zoflora solution, and cloths) to periodically clean the handles and other frequently touched surfaces.</li> </ul>				
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b> Staff Wellbeing</p>	<ul style="list-style-type: none"> <li>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</li> <li>Staff receive sufficient breaks during the school day.</li> <li>Staff encouraged to leave the school site shortly after the end of the school day except on Mondays and Wednesdays or if running a club.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Staff to discuss concerns with the Head teacher/Deputy Head teacher/Finance Director or Business Manager.</li> <li>Where need identified staff are to be referred to Sunderland Occupational Health.</li> <li>Staff to be reminded of the counselling services available to all Sunderland Occ Health, AIS insurance or Ward Hadaway.</li> <li>Staff in Rec, Y1 and Y2 to prepare work for children in school and make this same work available to those working at home through seesaw.</li> </ul>	2	5	10	All staff as needed
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b></p>	<ul style="list-style-type: none"> <li>Breakfast and after school childcare provision resumed in September to support working parents.</li> <li>As this provision provides a service to families, there will be additional measures in place as bubbles could potentially mix within breakfast and after school childcare.</li> <li>Staff will support the children to sit in year group bubbles and discourage</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Childcare to be located in the school library, a ventilated area.</li> <li>Food to be served and eaten at separate 'bubble' tables in the school hall for both breakfast and tea time provision.</li> </ul>	2	5	10	Childcare staff Staff running after school activities

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<b>Childcare provision and after school clubs</b>	<p>mixing between year groups.</p> <ul style="list-style-type: none"> <li>• All food will be served to the children.</li> <li>• The room will be ventilated and outdoors used (including the pod) to support minimal group mixing.</li> <li>• Hygiene practices, as outlined in the risk assessment will be rigorous.</li> <li>• Children will be socially distanced when watching appropriate programs on the IWB.</li> <li>• Some practical activities will be provided with equipment cleaned after each use and children given their equipment.</li> <li>• Outdoor equipment will be cleaned after each use.</li> <li>• Clubs using external coaches are Paul Cummings ((footie4kidz), Nathan Kew (Monkey Moves), Chris and Rachael Tiny Tweeties) and Keep Active gym will continue to run sport provision for the children during a period of lockdown that excludes schools from closing. They will support the safety of children through the measures listed below and support working parents through provision of additional childcare.</li> <li>• External coaches will be provided with face coverings (shields and masks) and expected to use either or both throughout their session.</li> <li>• External coaches will continue their club with a bubble of children (year</li> </ul>								

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	<p>group).</p> <ul style="list-style-type: none"> <li>External coaches will be temperature checked and COVID-19 symptom free when running a club.</li> <li>External coaches will maintain a 2m social distance with children whenever possible.</li> <li>Contact with shared equipment (balls) will be limited and equipment left for 72 hours after use before being re used.</li> <li>First aiders will be available.</li> </ul>								
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b> First Aid Provision and support with medication</p>	<ul style="list-style-type: none"> <li>First aid staff are fully trained.</li> <li>Medical Room is fully stocked.</li> <li>Staff to wear disposable gloves when providing first aid support.</li> <li>Staff to wash their hands prior to administering first aid (wearing gloves) and between each case</li> <li>Staff to wash their hands after providing first aid support or intimate care.</li> <li>Medication policy in place.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Paediatric first aid staff on site</li> <li>Ensure disposable gloves, face shields, aprons and face masks are available for staff use at all times</li> <li>Gloves and first aid items used to be double bagged and placed in the waste bin.</li> <li>Waste bin emptied at the end of break time and lunchtime into main outside bin</li> <li>Reusable ice pack cover must be wrapped in paper towels which will be immediately thrown away</li> <li>Parents will be contacted immediately and a child sent home if they soil themselves (except children with EHCP).</li> </ul>	2	5	10	All staff
<p><b>HAZARD:</b> Death or serious illness</p>	<ul style="list-style-type: none"> <li>There will be no non-essential visitors to the school.</li> <li>Trade persons attending the school</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>All visitors report to office. Office has glass screen with opening window to entrance lobby. Staff communicate</li> </ul>	1	5	5	Head teacher Aug 2020

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<p>to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b> Visitors to the school</p>	<p>site to complete statutory testing to be permitted on site. Appointments to be made outside of school hours wherever possible.</p> <ul style="list-style-type: none"> <li>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Hand gel is available on the counter in the porch and on a table immediately through the front door.</li> <li>Visitors are always supervised whilst on the school site. Social distancing and face coverings (mask and face shield) must be maintained.</li> </ul>				<p>through screen.</p> <ul style="list-style-type: none"> <li>Poster to be displayed in entrance foyer (Do not enter our premises if you are showing any signs or symptoms of COVID-19)</li> <li>Poster advising visitors to wash hands - Disabled Toilet</li> </ul>				
<p><b>HAZARD:</b> Death or serious illness to staff members, children and families.</p> <p><b>SCHOOL PROVISION</b> Emergency Situations</p>	<ul style="list-style-type: none"> <li>Only essential items are ordered by the school.</li> <li>Identified staff take responsibility for deliveries made to the school.</li> <li>Staff members wash their hands before and after decanting orders and storing them away.</li> <li>Kitchen deliveries are made directly to the kitchen area.</li> <li>On decanting products, products are to be wiped down and stored away.</li> <li>Packaging to be placed in the external bin store.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Food deliveries to be left in lobby entrance to School Kitchen. Drivers take photo of delivery in lieu of signature (depends on delivery company)</li> <li>Mail is delivered to Main Entrance</li> <li>Goods deliveries are brought to main entrance. Majority of drivers will deliver goods into foyer. No signing by FISA staff, some delivery drivers will take photo of delivery. Large/heavy deliveries will be moved into School by Premises Manager for Office Staff to check prior to moving to appropriate area for storage. Outside packaging to be removed immediately and disposed of to outside bin storage area. Staff to use protective gloves and during this process and wash</li> </ul>	1	5	5	<p><b>Premises Manager</b> <b>Admin Team-</b> <b>daily</b></p>

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					hands thoroughly afterwards.				
	<ul style="list-style-type: none"> <li>There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</li> <li>In the event of the fire alarm sounding staff are to direct children to evacuate the building.</li> <li>Fire Wardens to complete usual duties</li> <li>Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact with staff members.</li> <li>Staff and children re-entering the building is to be staggered by year group bubbles, with each class entering as a group through their classroom door.</li> <li>Staff and children are to wash their hands when they enter the building.</li> <li>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak - Theresa Hope leads on this and Anne Gibson holds the plan in the school office. Wendy Angus holds all contact information for staff and children and group call can be used to make emergency contact with all.</li> <li>Emergency contact with parents will be made following advice from Public</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>The Premises Manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly.</li> <li>Any faults are to be reported immediately to the Contractor who tests and inspects the schools fire alarm system.</li> <li>The Premises Manager is to undertake his usual weekly checks of the fire alarm system.</li> <li>PEEPS are in place, if practical designated adult should wear face mask when evacuating any child who requires carrying out of the building due to mobility issues</li> <li>Fire drills will take place from September and staff will walk through evacuation to re- familiarise children.</li> </ul>	1	5	5	Head teacher, Premises Manager Admin Team-daily

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	Health re self-isolation of those who are identified as close contacts.								

*This risk assessment has been cross referenced to Sunderland's premises risk assessment to ensure full coverage.*