



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	Job title - Head teacher, Business Manager, Premises Manager	Date of assessment - May 2020.
Review interval - Weekly.	Date reviews carried out -	

Staff covered by this assessment - All Staff and Pupils accessing the school site/building	Activities involved - All day to day activities involved in school.
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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

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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-Updated on the 5th May 2020.](#)

From the week commencing 8th June the School will welcome back children in Reception and Year 1, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings-11th May 2020.](#)

The School are also following the DfE guidance: [Actions for schools during the coronavirus outbreak - 28th April 2020.](#)

The School have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 7th April 2020.

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.](#) -Updated on the 5th May 2020.

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), updated on the 1st May 2020. 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-](#) Updated the 7th May 2020.

The School are following the guidance [COVID-19: Cleaning of non-healthcare settings-](#) Updated 26th March 2020.

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](#) - Updated 12 May 2020 and [Planning guidance for primary schools](#) -Published 14 May 2020.

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 8th June 2020 following the opening of school to children in reception and year 1, in addition to the children of critical workers. Nursery children will be admitted from 22nd June to ensure that the provision, premises and staffing can be evaluated and are deemed to be effective for those two year groups.

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.

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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>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>INFECTION CONTROLS</p> <p>Limiting the Spread of Coronavirus (COVID-19) to the school community.</p>	<ul style="list-style-type: none"> Only pupils in Reception, Year 1 and pupils who are vulnerable or have parents that are key workers are accessing the school site. Registers are taken each day of pupils present. Staff arrive on site prior to the start of the school day. Pupils are met each day at the identified entrance for their class by their staff member. Parents will not be permitted into the school building 	4	5	20	<ul style="list-style-type: none"> Nursery children delayed admission until 22nd June whilst provision is evaluated and adjusted. Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. 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"> ➢ A high temperature ➢ A new continuous cough ➢ Loss of taste or smell All staff advised that they must inform the Head/Deputy Head teacher if they or anyone in their household have been advised to self-isolate, before entering the workplace. Staff and pupils temperatures will be checked each morning before they are allowed on to the premises by hand held thermometers which reads from 	1	5	5	<p>Head teacher Deputy Teachers TA's Lunch staff Premises Manager Cleaners Admin staff daily</p>

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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>the forehead.</p> <ul style="list-style-type: none"> 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 staff will go home. Pupils and Staff displaying symptoms will not be permitted into school until 7/14-day isolation completed. Children not to bring any bags or items from home, except a coat when needed. Nursery children may bring a packed lunch in a box to be placed in a tray. Receiving member of staff, wearing gloves, will wipe down each lunch container, using anti-bac wipes or spray. 				
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>INFECTION CONTROLS Limiting the Spread of Coronavirus (COVID-19) to</p>	<ul style="list-style-type: none"> Main entrances -barrier system for vehicle entrance. Secure main door and inner door. Dropped off and collected from classroom doors except Key Worker children who will enter through Main Entrance 	3	5	15	<ul style="list-style-type: none"> Staff have fobs which allow entry through automatic car park barrier and entrance to School building. Contractors and visitors kept to minimum and will be supervised on site. No more than 1 person in the entrance lobby at any one time. Markings outside main entrance door as per social distancing measures 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 	1	5	5	

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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
the school community. Main entrances					and no cars allowed in during the hours of 8.30 - 9.30am and 2.45 - 3.30pm Monday to Friday. All paths and playgrounds have safe distancing markers for parents.				
HAZARD: Death or serious illness to staff members, pupils and families. INFECTION CONTROLS Spread of Infection	<ul style="list-style-type: none"> Minimal Contact - (avoid contact with anyone with symptoms or signs of infection) Promote frequent hand cleaning and good hygiene practices including respiratory hygiene "catch it, bin it, kill it", not touching faces, nose, mouth, lidded bins. Washing hands before and after eating, on entry to school, before break time, before home time and after outdoor time. Children will be encouraged to practice good and regular hygiene habits. Lidded bins are in place in all teaching areas. Contents will be emptied at regular intervals Regular and increased cleaning - cleaning of frequently touched surfaces with zoflora solution Sufficient handwashing facilities available. Hand sanitisers available in the library and teaching areas. Handwashing sinks in all teaching areas except the library. 	4	5	20	<ul style="list-style-type: none"> Staff and pupils temperatures will be checked each morning before they are allowed on premises by hand held thermometers which read from the forehead. If pupil has a temperature of 37.8 or above the parent will be asked to take them home immediately to self-isolate Staff to wear face shields at all times. Face masks available to all staff to wear. Plastic gloves and aprons, in addition to face shields to be worn when providing intimate care. Parents will be contacted immediately and a child sent home if they soil themselves. All staff to be responsible for cleaning their face shield and mask (if worn) daily. All staff advised to wash clothing/shoes worn at school each evening. All staff advised to shower/wash when returning home from school. 	1	5	5	All Staff-Daily

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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
	<ul style="list-style-type: none"> Staggered entry, playtimes and lunchtimes support children remaining in a very small group (6-7 children) throughout the day. (This will be reviewed if more children come back to school but the maximum group size will be 15). 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. Ventilation improved by opening windows and propping non-fire doors open in all rooms. 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 PPE. The ICT suite will be used as the main isolation point. 								
HAZARD: Death or serious illness to staff members, pupils and families. INFECTION CONTROLS	<ul style="list-style-type: none"> Early Years & Infant aged children cannot be expected to remain 2 metres apart from staff and other children. Staff will manage the use of toilets - avoiding over crowding Display the posters / signs which are suitable for reception and year 1. 	4	5	20	<ul style="list-style-type: none"> Regular staff supervision when children washing/sanitizing hands. 	1	5	5	All Staff-Daily

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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
Primary aged children - lack of understanding	e-bug Information & posters about Coronavirus								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>INFECTION CONTROLS Maintaining infection control in the Classrooms/Hall areas</p>	<ul style="list-style-type: none"> Pupils placed in class sizes of 8 or less and allocated a classroom with the same teacher/TA each day (will alternate fortnightly) Classroom furniture will be re arranged to ensure social distancing 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 Soft furnishings, toys etc. are to be kept to a minimum during this period and stored away Windows and doors are opened to allow natural ventilation during the school day.-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning (sanitising wipes) Rota in place for lunchtime and break time periods Outdoor activities to be carried out on a rota basis to ensure social distancing. Planned foundation subject teaching activities to be carried out in the outdoor areas of the school, throughout the day. Where classrooms are occupied doors 	4	5	20	<ul style="list-style-type: none"> Pupils to be issued with a pencil case and contents that are specific to them The Trust Board of the school are to be informed of any concerns Soap dispensers and paper towels are provided in classrooms so that children can wash hands after sneezing/ coughing etc. Each classroom has hand sanitizer available 	2	5	10	All Staff-Daily

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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>can be propped open to allow natural ventilation.</p> <ul style="list-style-type: none"> Classrooms have lidded pedal bins for tissues and paper towels 								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>VULNERABLE ADULTS/CHILDREN Pupil /Staff member living in a household with someone who is extremely clinically vulnerable</p>	<ul style="list-style-type: none"> If a pupil or staff member is living with someone who is extremely clinically vulnerable it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to. 	4	5	20	<ul style="list-style-type: none"> Where the school cannot adhere to stringent social distancing the school do not expect staff/pupils in this category to attend the school site Where needed, identified pupils will be supported to learn at home. Staff will be given tasks to complete from home where appropriate. Currently we have 3 members of staff who are currently clinically vulnerable who are shielding at home. 	1	1	1	Head teacher- Where identified
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>VULNERABLE ADULTS/CHILDREN Pupil/Staff</p>	<ul style="list-style-type: none"> If a pupil 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. 	4	5	20	<ul style="list-style-type: none"> When returning to school the staff member needs to ensure that they wear PPE (mask, face shield and gloves) and keep a safe distance from others. Tape will be used in the classroom to mark a safe distance away from children. 	2	5	10	Head teacher Where identified

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member living with a clinically vulnerable person									
HAZARD: Death or serious illness to staff members, pupils and families. SCHOOL PROVISION Staff Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Tasks have been identified within the school that would require staff wearing PPE; First aid, changing of any pupil re intimate care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19 Staff follow rigorous hand washing practice. 	4	5	20	<ul style="list-style-type: none"> The school is to hold a supply of PPE-disposable gloves and aprons 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. 	2	5	10	All staff on every occasion
HAZARD: Death or serious illness to staff members, pupils and families. SCHOOL PROVISION Supervision Ratios and Premises management tasks	<ul style="list-style-type: none"> Calculated staff ratios, from available staff, to meet the needs of the school in line with Government Guidance. <ul style="list-style-type: none"> Teaching staff Teaching assistants Admin staff Lunchtime staff Kitchen staff Caretaking and cleaning staff Head teacher or Deputy Head teacher on site at all times Designated safeguarding lead available at all times SENDcO on site at all times 	3	5	15	<ul style="list-style-type: none"> Half class groups (15 children) split into 2 small groups with adult in separate rooms, whilst numbers attending allow this. Premises Manager split shift hours of work adjusted to support premises cleanliness throughout the day. 	1	5	5	Head teacher Deputy Head teacher Premises Manager

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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
	<ul style="list-style-type: none"> First aider (paediatric) always available. 								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Staff Wellbeing</p>	<ul style="list-style-type: none"> Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day but can continue to work from home at that time. 	3	5	15	<ul style="list-style-type: none"> Staff to discuss concerns with the Head teacher/Deputy Head teacher/Finance Director or Business Manager. Where need identified staff are to be referred to Sunderland Occupational Health. Staff to be reminded of the counselling services available to all Sunderland Occ Health, AIS insurance or Ward Hadaway. During the summer term, teaching staff will have PPA time on a Friday afternoon. A rota will mean 2 year groups can leave the school premises to have this at home. Staff in Rec, Y1 and Y2 to prepare work for pupils in school and make this same work available to those working at home through seesaw. 	2	5	10	All staff as needed
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Entrance to the</p>	<ul style="list-style-type: none"> Parents advised via school communication links that only one parent/carer (accompanied by younger and/or older siblings who are not in school) are permitted to drop off/pick up their child. Pupils, Parents/Carers advised to maintain social distancing when entering the school site. The start of the school day has been 	2	5	10	<ul style="list-style-type: none"> Staff and parents to be advised (through receipt of this risk assessment) prior to the 8th June 2020 of the social distancing measures which are in place and which must be adhered to when on the school site. Taped markers have been placed on the paths and playground to ensure social distancing is easy to follow for 	1	5	5	Staff/Head teacher-On Going

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school site and building	<p>staggered to allow controlled access into the school building by pupils.</p> <ul style="list-style-type: none"> 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 Pupils are met each day at the identified entrances for their class by a staff member. Pupils will place coats, cardigans, jumpers on the back of their chairs during the day. No cloakrooms are to be used Staff store their bags (phones, medication) in personal lockers Pupils named water bottles are to be stored in their personal tray in their allocated classroom. Staff members will wipe water bottles over with a cloth that has had anti-bacterial spray applied to it at the start of the school day Pupils are supervised to wash their hands at the start of the school day. Pupils are to be reminded how to wash their hands properly by staff. Pupils who have difficulties to wash their hands are supported by a member of staff. Staff to wash their hands with pupils 				<p>parents and pupils. In addition a one way system will be in place. Pupils 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 8.30 - 9.30am and 2.45 - 3.30pm to allow safe egress from the School Site.</p> <ul style="list-style-type: none"> Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. Staggered start times introduced for all pupils and times communicated to parents via school communication links and updates provided when necessary Start times communicated to parents via school communication links and updates provided where need identified. Parents/Carers advised to leave the school site immediately once their child has entered the building. School entrances and site secured at the start of the school day. 				

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	<p>at the start of the school day.</p> <ul style="list-style-type: none"> Staff and/or pupils presenting with symptoms at the start of the school day do not enter the school building. 								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Lunchtime arrangements</p>	<ul style="list-style-type: none"> Timetable for lunchtime must be adhered to <ul style="list-style-type: none"> Small group (6-7 children) only to wash hands, line up following floor markings in hall, collect lunch and return to classroom area. Children to be handed tray with sterilised cutlery by member of staff. Staff hand child their chosen meal and place on a tray. Children take their tray to the teaching area and sit at their table to eat. (socially distanced) Children supervised by lunchtime supervisor or class staff member throughout lunchtime... Children, when finished, leave their tray on the table which is collected by gloved lunchtime staff and returned to the kitchen. The small group are supervised handwashing and then taken to their identified play area for outdoor provision. Children will have access to a small number of toys for use outdoors. These will be cleaned daily after use. 	3	5	15	<ul style="list-style-type: none"> Lunchtime staff to wear masks, Face shields, aprons and gloves at all times. Staggered times for each group of children 	1	5	5	<p>Lunch Staff- Daily Classroom staff for part of lunchtime</p> <p>Business Manager to brief lunchtime staff.</p>

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	<ul style="list-style-type: none"> Staff to ensure pupils maintain social distancing during lunchtimes Lunchtime supervisors to follow procedures strictly and to be fully briefed before taking up duties. 								
HAZARD: Death or serious illness to staff members, pupils and families. SCHOOL PROVISION Outdoor Play Areas and Equipment	<ul style="list-style-type: none"> Outdoor portable play equipment is kept to a minimum, cleaned and stored in their small group room after use. Rota in place for Reception to access fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. Reception fixed play equipment to be cleaned with anti-bacterial spray after use by each group Portable equipment wiped down after each use. Cleaning regime in place for outdoor play equipment at the end of the school day. 	2	5	10	<ul style="list-style-type: none"> Trim Trail to be taken out of use for the time being. Outdoor play equipment to be included in the deep clean to take place in the Summer Break 	1	5	5	All Staff-Daily
HAZARD: Death or serious illness to staff members, pupils and families. SCHOOL PROVISION First Aid Provision and support with	<ul style="list-style-type: none"> Staff are first aid trained. Medical Room is fully stocked. Staff to wear disposable gloves when providing first aid support. Staff to wash their hands prior to administering first aid (wearing gloves) and between each case Staff to wash their hands after providing first aid support or intimate care. Medication policy in place. 	3	5	15	<ul style="list-style-type: none"> Paediatric first aid staff on site Ensure disposable gloves, face shields, aprons and face masks are available for staff use at all times Gloves and first aid items used to be double bagged and placed in the waste bin. Waste bin emptied at the end of break time and lunchtime into main outside bin Reusable ice pack cover must be 	1	5	5	All Staff-Daily at all times

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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
medication					<p>wrapped in paper towels which will be immediately thrown away</p> <ul style="list-style-type: none"> Parents will be contacted immediately and a child sent home if they soil themselves. 				
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Moving about the building/school site</p>	<ul style="list-style-type: none"> Clear direction given to parents via the school's communication links for the start and end of the school day. Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. Rota in place to access the outdoor play areas. Alternative external routes to be adopted to access outdoor play areas etc. Social distancing measures adhered to where possible. Pupils are always supervised when moving about the building. 	3	5	15	<ul style="list-style-type: none"> Movement about the building monitored throughout the school day. Rota's changed where need identified. Children only to use the specific toilets nearest to their classroom 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 	1	5	5	Head teacher-Daily
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Leaving school</p>	<ul style="list-style-type: none"> Pupils/Staff will wash their hands before they leave the school site. Water bottles taken home from school each day Pick up times will be staggered to minimise social contact Only one Parent/Carer permitted to collect their child from the school site. Parents/Carers to ensure that they follow social distancing marks in the playground. Parents/Carers directed to leave the 	3	5	15	<ul style="list-style-type: none"> Parents/Carers to keep the school up to date who will be collecting their child from school. Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. 	1	5	5	Parents/Carers-Daily

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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>school site immediately once they have collected their child following the one way exit system</p> <ul style="list-style-type: none"> Gates are secured to the school site. Entrance doors are included in the cleaning regime at the school. 								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Office facilities</p>	<ul style="list-style-type: none"> 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. Office areas and PPA room to be managed to enable social distancing, increased cleaning regimes, ventilation where possible. 	2	5	10	<ul style="list-style-type: none"> Office photocopier to be restricted to Head & 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 Photocopier in PPA room - sign to remind staff to wash hands after use Photocopiers to be wiped frequently All areas to be cleaned daily PPA Room - maximum of 2 members of staff at any time Windows to be opened where possible Staff to clear desk prior to leaving each night. Offices to have supply of antibac wipes for cleaning of desks and telephones 	1	5	5	All Staff-Daily at all times
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL</p>	<ul style="list-style-type: none"> Staff supervise pupils when washing their hands in the toilet areas. Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). Lunch time and break time rota in place for staff accessing the 	2	5	10	<ul style="list-style-type: none"> 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. Signs re occupancy, hand washing & toilet closed to be provided 	1	5	5	All Staff-Daily at all times

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May 2020	July 2020	15/19

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
PROVISION Welfare facilities	<p>staffroom. No more than 6 people in Staffroom at any time.</p> <ul style="list-style-type: none"> Windows are opened in the staff room when it is occupied by staff members. Position of furniture within staff room areas reviewed to ensure social distancing. (every third chair to be used) A maximum of 6 staff to be in the staff room. PPA room to be used by a maximum of 3 staff, working at a social distance at computer stations. 				<ul style="list-style-type: none"> Disabled toilet (also used as Gents toilet) single use only. Hand washing sign in place Nursery staff have their own single occupancy toilet. Hand washing sign in place Staff to provide their own cup, plate and cutlery which should be washed after use and kept in their locker No tea towels to be used to dry dishes - paper towels or provide own tea towel to be kept in locker Staff kitchen to be cleaned every night, surfaces, fridge etc. to be sanitized 				
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Additional cleaning and Deep Cleaning</p>	<ul style="list-style-type: none"> A deep clean of all areas of the school was carried out during the lockdown period The Premises Manager will ensure the children's toilets are cleaned mid-day. Friday afternoon will give additional cleaning time for all teaching areas in use. Toilets will be thoroughly cleaned at the end of each day. Deep cleans where a member of staff has been diagnosed with Covid-19 and have been in the premises within 72 hours. Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required. 	2	5	10	<ul style="list-style-type: none"> Premises Manager and cleaners to clean handles, light switches, door releases and main areas in schools Thorough cleaning of all areas used by staff and pupils continues on a daily basis by Premises Manager and staff team. Classroom based staff to be responsible for cleaning keyboards in their classroom 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. 	1	5	5	<p>Head teacher Admin team Premises Manager Cleaning staff</p>

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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
	<ul style="list-style-type: none"> A full building deep clean will take place during the summer break. 								
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Visitors to the school</p>	<ul style="list-style-type: none"> There will be no non-essential visitors to the school. Trade persons attending the school site to complete statutory testing to be permitted on site. Appointments to be made outside of school hours. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Visitors are always supervised whilst on the school site. Social distancing maintained. 	3	5	15	<ul style="list-style-type: none"> All visitors report to office. Office has glass screen with opening window to entrance lobby. Staff communicate through screen.. Poster to be displayed in entrance foyer (Do not enter our premises if you are showing any signs or symptoms of COVID-19) Poster advising visitors to wash hands - Disabled Toilet 	1	5	5	Head teacher Aug 2020
<p>HAZARD: Death or serious illness to staff members, pupils and families.</p> <p>SCHOOL PROVISION Deliveries to the school</p>	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store. 	3	5	15	<ul style="list-style-type: none"> Food deliveries to be left in lobby entrance to School Kitchen. Drivers take photo of delivery in lieu of signature (depends on delivery company) Mail is delivered to Main Entrance 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 	1	5	5	Premises Manager Admin Team- daily

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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
					and during this process and wash hands thoroughly afterwards.				
HAZARD: Death or serious illness to staff members, pupils and families. SCHOOL PROVISION Emergency Situations	<ul style="list-style-type: none"> There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. Fire Wardens to complete usual duties Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with each other and staff members. Staff and pupils are to maintain social distancing when registers are being taken at the assembly point. Staff and Pupils re-entering the building is to be staggered. Staff and pupils are to wash their hands when they enter the building. 	2	5	10	<ul style="list-style-type: none"> 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. Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. The Premises Manager is to undertake his usual weekly checks of the fire alarm system. PEEPS are in place, if practical designated adult should wear face mask when evacuating any pupil who requires carrying out of the building due to mobility issues In the event of full classes being present the current assembly points in Year 2 yard would not allow social distancing to be in adhered to, assembly points would be moved to school field No fire drills will take place during the current situation 	1	5	5	Head teacher, Premises Manager Admin Team-daily

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