

## Coronavirus Risk Assessment for Primary and EYFS



**This template risk assessment for schools within the Diocese of Westminster Academy Trust is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.**

**Each school within the Trust must modify this risk assessment to ensure it reflects your school activities and the specific risks and controls you have in place, a copy must be submitted to the Risk Committee of the Trust Board along with your re admin plan as schools open for more groups of pupils under the DfE guidance.**

<b>Location/Dept:</b> St Catherine of Siena Catholic Primary School	<b>Date Assessed:</b> 24 <sup>th</sup> June 2020	<b>Assessed by:</b> Nicola Kane, Stephanie Taylor, Sarah Stanton & Eileen Robinson.
<b>Task/Activity:</b> Dealing with coronavirus in Primary and EYFS	<b>Review Date:</b> Daily	<b>Reference Number:</b>

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Children Contractors Visitors	<p>If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p>	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-</a></p>

			<p>If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				<p><a href="https://www.gov.uk/guidance/healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Contact with persons who may have been exposed to coronavirus	Employees Children Contractors Visitors	<p>Employees or children who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Public Health guidance to be followed revised 28.5.2020</p> <p>NHS test and trace programme operational from 27.5.2020</p>	4	4	16	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p>	

							<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</a>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.		
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Children Contractors Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	Kitchen staff to maintain good hygiene in line with the organisations HACCP.	Posters promoting good hand hygiene displayed in food areas.	<b>Delivery Drives already adhere to guidelines deliveries risk assessment to be reviewed from toolkit</b>	4	3	12	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.	4	2	8	<b>All Site Team trained on guidance for waste management</b> <b>Secure waste store to be clearly identified and access controlled</b>		

	Contracting and spreading of infection	Employees Children Contractors Visitors	<p>Children will always be in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Children will be given the same member of staff and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be available in each room (in use), entrances and exits of buildings, near lunchrooms and toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Undertake the Ellis Whittam COVID-19 Daily Management Checklist.</li> <li>• Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.</li> <li>• We will ensure that all frequently touched surfaces, equipment, door handles, handrails, table tops, play equipment, electronic devices i.e. phones and toilets, used during the day, will be cleaned thoroughly several times a day.</li> <li>• We will maintain indoor space requirements:</li> </ul>	4	4	16	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</a></p>
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- children under 2 years - 3.5 m<sup>2</sup> per child
- 2 year olds - 2.5 m<sup>2</sup> per child
- children aged 3 to 5 years - 2.3 m<sup>2</sup> per child
- Where applicable we will use area dividers to keep children in different parts of the room, and floor markings to assist staff with keeping groups apart.
- We will ensure the use of communal spaces will be managed to limit the amount of mixing between groups as much as possible.
- In order to facilitate cleaning, we will remove unnecessary items from learning environments.
- We will remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, we will remove soft furnishings, for example pillows, bean bags and rugs.
- We will ensure that staff who are symptomatic do not attend work.
- All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it), (this will include posters and fun activities for children to remind of methods).
- Where possible, staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting.
- We will ensure that children are supervised when washing hands.
- We will ensure that there is a good supply of disposable tissues throughout our setting.
- Where possible we will ensure the availability of lidded bins, preferably operated by a foot pedal,

[https://www.foundationyears.org.uk/files/2017/03/EYF\\_S\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYF_S_STATUTORY_FRAMEWORK_2017.pdf)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

			<p>and that tissues are immediately disposed into bins and that these are emptied throughout the day.</p> <ul style="list-style-type: none"> <li>• We will ensure that all items that we launder within our setting (i.e. towels, flannels and bedding) are washed thoroughly after usage and are not shared by children between washes.</li> <li>• We will communicate a policy on bringing items and toys from home (where this is absolutely necessary), including cleaning on arrival.</li> <li>• We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop off and pick up to one parent or carer per family and staggering timings.</li> <li>• We will not allow parents or carers into the setting unless absolutely essential and arrange for children to be collected outside (where possible).</li> <li>• We will keep windows open as far as possible to ensure ventilation, avoid the use of lifts unless essential and use outdoor areas as much as possible.</li> <li>• We will limit external visitors to the setting and ensure they only come into the building when absolutely necessary.</li> <li>• We have conducted an audit to determine the availability of staff to work in our setting.</li> <li>• A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• We will provide instruction and training to staff on infection control, for example putting on, taking off and disposing of PPE.</li> <li>• Updated emergency contact details are in place for both staff and children.</li> <li>• We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household who does, they should not attend our setting under any circumstances.</li> <li>• We will keep group sizes to a maximum of 8 children (as preferable) so that groups are as small as possible.</li> <li>• We will discuss with the local education authority where we are unable to maintain sufficient group sizes.</li> <li>• E bug resources  <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></li> <li>• Undertake the Ellis Whittam COVID-19 Contractor Checklist – Education.</li> <li>• Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.</li> <li>• Community events/meetings cancelled until further notice.</li> <li>• Governors/Trustees meetings cancelled/held remotely until further notice.</li> <li>• Up-to-date emergency contact details held.</li> <li>• New and expectant mothers risk assessment completed.</li> <li>• Windows opened to allow ventilation.</li> <li>• Class ratios monitored by teaching staff. Class sizes limited to ‘Bubbles’ and timetables changed</li> </ul>				
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			<p>in order to effectively reduce mixing of classes. Staggered drop-off/collection times.</p> <ul style="list-style-type: none"> <li>• Usage of Ellis Whittam’s Re-occupation Checklist.</li> <li>• Discussions with insurer to determine further requirements.</li> <li>• Communication to parents sent out regarding collecting and dropping off children to prevent ‘gathering’.</li> <li>• Staff advised to bring their own food to work.</li> <li>• Kitchen follows guidance of social distancing.</li> <li>• Ellis Whittam’s COVID-19 Policy in place.</li> <li>• Ellis Whittam’s Health and Wellbeing Policy in place.</li> <li>• Usage of Ellis Whittam’s COVID-19 Return to Work Form with staff.</li> <li>• Lunch and breaks staggered to minimise social gatherings for Children and staff.</li> <li>• Regular family contact to ensure that children from families with symptoms do not attend organisation.</li> <li>• Space audit conducted in order to evaluate the splitting of room sizes</li> <li>• Refer to separate children with (EHC) Plans in place risk assessments.</li> <li>• Cycle storage facilities available – employees and Children encouraged to walk/cycle to organisation (where feasible).</li> <li>• Adequate supplies of facemasks, eye protection, gloves and aprons are available for children who become unwell and need direct personal care i.e. changing nappies normal PPE (apron &amp; gloves will be used providing child is not showing symptoms. If symptomatic they will be sent home).</li> <li>• The usage of play equipment is supervised and cleaned between different cohort groups and</li> </ul>				
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			<p>never used by mixed cohort groups at the same time.</p> <ul style="list-style-type: none"> <li>• Flow of Children and staff around the building reviewed to enable two-metre distancing to be maintained, where possible (control measures could include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</li> <li>• Use of outdoor spaces for teaching and learning.</li> <li>• Halls and dining areas are used with half-normal capacities.</li> <li>• Shared materials/resources limited for those Children/staff that need to take these homes.</li> <li>• Established arrangements are in place between the organisation and transport companies.</li> <li>• Use of test and trace apps by individuals to establish data.</li> <li>• Records maintained of staff/Children who have been tested for COVID-19.</li> <li>• Close liaison between families regarding symptoms – the organisation will not monitor temperatures.</li> <li>• Staff working from home, where possible.</li> <li>• Usage of Ellis Whittam’s COVID-19 staff briefing for staff and Children.</li> <li>• Refer to the Ellis Whittam FAQ – Education.</li> <li>• Usage of Ellis Whittam Health &amp; Safety Policy – Education.</li> <li>• Usage of Ellis Whittam Health &amp; Safety Staff Questionnaire – Education.</li> <li>• Usage of Ellis Whittam Visitor Declaration in usage.</li> <li>• Usage of Ellis Whittam Managed Use Policy – Education used where required for fire safety.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC plans.</li> <li>• Usage of Ellis Whittam Reopening checklist.</li> <li>• Usage of Ellis Whittam Unwell Person flowchart.</li> <li>• Usage of Ellis Whittam Visiting other schools' checklist.</li> <li>• COVID-19 training completed.</li> <li>• An extension of three months has been granted to the expiry of first aid certificates – (including paediatric).</li> <li>• Where we have children under the age of 24 months we shall have a paediatric first aider (PFA) on site.</li> <li>• Where we have children present who are aged 2-5 we will make best endeavours to ensure there is at least one PFA on site at all times children are present (where this is not possible we will review our first aid needs assessment and ensure there is a First Aid at Work trained first aider or Emergency PFA on site).</li> <li>• Review of first aid needs assessment conducted.</li> <li>• Consider new approaches that will need to be taken to minimise the sharing of resources between groups, for example for painting, sticking, cutting and outdoor construction activities, which should be thoroughly cleaned before and after use by different groups.</li> <li>• Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time. Consider how resources can be used safely and in which circumstances and which</li> </ul>				
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			<p>items it might be more practical to remove during this time.</p> <ul style="list-style-type: none"> <li>• Plan how outdoor space, where available, can be used as much as possible.</li> <li>• Ensure outdoor equipment and toys are appropriately cleaned between being used by different groups.</li> <li>• Usage of resources such as Dr Dog, Busy Bees etc.</li> </ul>				
	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<ul style="list-style-type: none"> <li>• Toilets to have a regular supply of hot and cold water complete with soap and towels.</li> <li>• Hand sanitiser available (where required).</li> <li>• Kitchen area to have a safe supply of mains cold water.</li> <li>• Hand-contact points cleaned daily/where practicable.</li> <li>• Toilets and kitchen area to be regularly cleaned.</li> <li>• Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</li> </ul>	2	2	4	
	<p>Infection control</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<ul style="list-style-type: none"> <li>• Refer to policy and ensure all staff are aware of its contents and new protocols.</li> <li>• Decontamination – following advice/guidance from the Health Protection Team.</li> <li>• Refer to guidance and posters (where required).</li> <li>• Education poster on COVID-19 to be displayed at the main entrance to the organisation building(s).</li> <li>• Ellis Whittam COVID-19 Daily Management Checklist to be used.</li> <li>• Staying COVID-19 Secure in 2020 poster in place at reception.</li> <li>• Staff to wear clean clothes each day to minimise infection transfer on clothing</li> <li>• Clothing changes for children to provide better infection control</li> </ul>	2	2	4	

			<ul style="list-style-type: none"> <li>Return to work following COVID documentation to be completed and testing record completed for any staff member identified with positive result for COVID</li> <li>Individual staff risk assessment to be reviewed</li> </ul>				
Estates Management following partial site closure	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> <li>Reoccupation checklist complete- specific checks on areas of school which may have been unused for period- legionella checks, fire safety, gas and electrical services</li> <li>Empty building risk assessment reviewed</li> <li>Health and Safety checks to continue as normal.</li> <li>Managed use policy is shared with all staff</li> <li>Ellis Whittham Daily Management Checklist to be undertaken.</li> <li>IT infrastructure – review of security of servers and back up procedures check software updates and patches have been undertaken during partial closedown so systems secure</li> <li>Classrooms to be reviewed in line with DfE guidance and social distancing requirements</li> <li>Classroom numbers to be capped at a maximum of 15 as per guidance</li> <li>Furniture not required to be cleaned and stored</li> </ul>	3	3	9	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a>	
Entry and Exit points	Staff Visitors Employees	<ul style="list-style-type: none"> <li>Visitors declaration sheet to be completed by all visitors to site and retained at reception in case of NHS test and trace requests</li> <li>Staggered opening times/ closing times to allow for less crossing of bubbles.</li> <li>Plan shared with stakeholders detailing entry and exit points and fire evacuation point once, away from building, all to adhere to Social distancing rules (where possible)</li> </ul>	2	2	4	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	

	Third Party use of Premises	Visitors	<ul style="list-style-type: none"> <li>No lettings or external provider for use of school building for remainder of the school year.</li> </ul>	1	1	1	
	Operation of school Staffing deployment	Staff	<ul style="list-style-type: none"> <li>Individual risk assessments to be completed for all staff</li> <li>Daily review of staff levels to ensure safe operation of school site</li> <li>Senior Leadership cover for site identified key contacts each day.</li> <li>Designated Safeguarding Lead- safeguarding procedures reviewed for those pupils in and out of school staff trained on amended procedures</li> <li>Paediatric First aiders cover for Primary</li> <li>Meetings to be carried out using online platforms access to staff offices to be limited to emergency access , email communication or telephone to be used where possible</li> <li>Social distancing guidelines to be followed.</li> <li>Review of staff welfare facilities to minimise contact</li> </ul>	2	2	4	
	Operation of school Groupings		<ul style="list-style-type: none"> <li>No groups to contain more than the allowed pre school children ratios set in EYS</li> <li> <ul style="list-style-type: none"> <li><i>Key worker/Vulnerable:</i></li> </ul> </li> <li>Children to be in their own room with segregated play area.</li> <li>Children to remain at their own seating area throughout the day.</li> <li>Children to have their own belongings. (No use of lockers or pegs)</li> </ul>	4	2	8	<p>Planning guide for Nursery <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-</a></p>

			<ul style="list-style-type: none"> <li>• Attendance recording during COVID-19 to be followed to correctly record status to meet safeguarding responsibilities</li> <li>• Safeguarding pupils during COVID-19 ensure staff aware of procedures in place</li> </ul> <p><i>EYFS:</i></p> <ul style="list-style-type: none"> <li>• Structured morning for reception children to include phonics, maths, writing and additional reading including class story.</li> <li>• Activities devised that reduce children overly sharing toys.</li> <li>• Children to be reminded about good hygiene throughout the day. Good hygiene to be practised in EYFS by adults and children alike.</li> </ul>				<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form">for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form">https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>
	Operation of school Social Distancing		<ul style="list-style-type: none"> <li>• Site plan in place documenting times and locations of entry and exit points.</li> <li>• Staggered school drop off/pick up times and locations (if possible)</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Toilet arrangements where support is required correct levels of PPE to be worn by staff member and disposal of PPE- training video on PPE</li> <li>• Bubbled groups kept in own zones to minimise risk of transmission.</li> <li>• Furniture &amp; Equipment taken from classrooms to limit points of contact.</li> <li>• Staggered lunchtimes in place.</li> </ul>	4	3	12	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june</a></p>

			<ul style="list-style-type: none"> <li>• Separate toilet facilities for bubbled groups.</li> <li>• Enhanced cleaning regime throughout school day.</li> <li>• No assemblies planned.</li> <li>• PE Circuit/Interval Training. Children spread apart.</li> </ul> <p><i>If child does not follow social distancing (where reasonable):</i></p> <ul style="list-style-type: none"> <li>• Handwashing and cleaning (if needed)</li> <li>• Conversations with parents</li> </ul>				
	Operation of Catering		<ul style="list-style-type: none"> <li>• Lunches to be provided by school. Cold Options only.</li> <li>• Catering Team to deliver on tray. Teacher/ TA to hand out.</li> <li>• All rubbish to be thrown in a bin bag and collected after lunch.</li> <li>• Any children on FSM – receive online vouchers.</li> <li>• Children to eat in classrooms or designated outdoor area– then outside to allotted area.</li> </ul>	4	1	4	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
	First Aid		<ul style="list-style-type: none"> <li>• It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</li> <li>• Parents and children should be advised how the First Aid provision will be arranged</li> <li>• Those administering first aid should wear PPE appropriate to the circumstances, staff to watch PPE training to correctly apply PPE</li> <li>• Wash hands and ensure the affected area is cleaned upon completion.</li> </ul>	4	1	4	

			<ul style="list-style-type: none"> <li>• First Aid to be facilitated outside (if during lunch or breaktime) – with PPE appropriate to the circumstances.</li> <li>• Isolation room to be identified for any child with symptoms of COVID-19 and supervision arrangements under social distancing to be put in place and infection control policy to be followed</li> </ul>				
	Provision for increased opening to additional year groups.		<ul style="list-style-type: none"> <li>• EYFS, Y1 and Y6 Bubbles closed on Friday 3<sup>rd</sup> July. Cleaning of all Bubble areas.</li> <li>• Staggered introduction of each additional year. Children to form Child-only Bubbles of no more than half a class (15 pupils) – am and pm, therefore maximum of 15 pupils on site at any one time (excluding KW/V Bubbles).</li> <li>• Adults outside the Bubble utilising extreme social distancing (2m+).</li> <li>• Sessions to be held outdoors (weather permitting) or in the hall to ensure adults do not come into contact with the child-Bubble.</li> <li>• Additional cleaning of new areas.</li> <li>• Key Worker/Vulnerable Bubbles to continue with same staff and will not enter any areas used by others.</li> </ul>	4	2	8	



## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
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 (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	

## SCHOOL ACTION PLAN

Action	Yes	Confirmed by	Comments
Covid-19 Training delivered to all staff on Inset Days (1 <sup>st</sup> & 2 <sup>nd</sup> June). All staff to read and sign relevant protocols.	Y	NK	
Covid-19 protocols communicated to all parents, specifically detailing staggered drop-off and collection procedure.	Y	NK	
Markings outside school gate to ensure social distancing. Designated adults on roundabout and near gate to regulate flow into school. Additional signs to point out one-way system as well as 'child-free' zones.	Y	NK	SLT + Premises Manager on roundabout each day to ensure adherence to rules.
Powerpoints and videos used with all pupils in first week to educate on new procedures and reinforce good hygiene.	Y	NK	

Removal of all soft-furnishings, toys etc. which cannot be adequately cleaned on a daily basis.	Y	ER	
Allocated desks 2m apart for all pupils. Provision of individual packs of stationery etc.	Y	ER	
Individual risk assessments carried out for all particularly vulnerable pupils, including those with EHCP.	Y	ST	
Individual risk assessments carried out on all shielding, clinically vulnerable or otherwise identified staff.	Y	NK/GP	
Amendment to fire evacuation procedure and new markings on field for each 'Bubble'. Fire Drill carried out in first week.	Y	NK	
New allocation of Bubbles for Y2,3,4 & 5 pupils.	Y	NK	
Communicate all arrangements to parents and staff re new arrangements.	Y	NK	