



## Risk Assessment for reopening Somerville Federation in September 2020 – Updated 4<sup>th</sup> January 2021.

Somerville Nursery School, Brentwood Street and Somerville Primary School, Northbrook Rd.	Date assessment undertaken Updated 4 <sup>th</sup> January 2021	Assessment undertaken by : Michael Forber and the Executive Team at Somerville Federation
Activity or situation Reopening both schools in September 2020 and updated in January 2021 also see addendums	Review date : As required	Signature: 

### Overview

- **This risk assessment is to assist our federation of schools think about all the main hazards on our sites when reopening to all students**
- **We have made this a reflection of what we are doing.**
- **As events unfold and change it will require modification and review. We will rename and date each subsequent version.**
- **Our health & safety consultants will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
- **We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment**

COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.

The DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks. government advice 'Hands, Face, Space'.

This means enforcing:

stringent social distancing – including staff rooms, common areas and individual bubbles  
 mask wearing when appropriate

PPE as identified in risk assessment  
hand & respiratory hygiene, use of sanitiser.  
ensure strict bubble enforcement.  
Maintain high standards of cleaning including frequently touched surfaces.

The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

#### Guidance

- <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>
- <https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-control>

The following 6 prioritise contain a drill down of the guidance where prevention is the aim and the Federation of schools will follow:

#### **1. Minimise contact with individuals who are unwell**

by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

Staff, pupils and families must self-isolate at home and not visit either school if:

- You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- You're waiting for a coronavirus test result
- You've tested positive for coronavirus – (this means you have coronavirus)
- You live with someone who has symptoms, is waiting for a test result or has tested positive
- Someone in your support bubble has symptoms, is waiting for a test result or has tested positive
- If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus

If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days.

If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.

Please also ensure that you inform the school as soon as possible if you or anyone in your household has symptoms as above.

Ref <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

If anyone in our two schools becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. If they require medical support or advice, they should contact NHS 111 who will respond to their concern accordingly.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)

## **2: Clean hands thoroughly more often than usual**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with liquid soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

- Liquid soaps rather than bar soaps should be used
- Hand sanitiser should at a minimum contain 60% alcohol
- supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

## **3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**

Maintaining frequent hand washing

- Provision of handwashing facilities in the schools.
- the availability of liquid soap and hot water in every toilet (and where possible, in classrooms)
- the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
- the location of lidded bins (with foot pedal operation if possible) in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- ensuring we have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly
- Ensuring paper towels for hand drying are available or hand dryers are functioning correctly.

## **4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents**

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance

- putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
  - o more frequent cleaning of rooms / shared areas that are used by different groups
  - o frequently touched surfaces being cleaned more often than normal, such as bathrooms, grab-rails in corridors and stairwells and door handles
  - o A routine that includes cleaning with warm soapy water before disinfecting. Alternatively a combined detergent/disinfectant solution (eg Chlor clean) can be used.
- different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

When cleaning an area where someone with suspected/confirmed Covid-19 has been present, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, stored securely for 72 hours, and then thrown away in the regular rubbish after cleaning is finished. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), or a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. Wash hands regularly with soap and water for 20 seconds, also after removing gloves, aprons and other protection used while cleaning.

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

## **5. Minimise contact between individuals and maintain social distancing wherever possible**

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups

## **6. Where necessary, wear appropriate personal protective equipment (PPE)**

- The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:
  - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
  - where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan
<p><b>Communication</b> -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission</p>	<p>Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website under Returning and New to Somerville 2020 covering all aspects of how schools will function.</li> <li>• Behaviour policy has been revised with new rules and expectations and communicated with staff, parents &amp; pupils through email, letter and website.</li> <li>• Whole staff re- induction held on 1<sup>st</sup> September 2020</li> <li>• Revised risk assessment shared with staff</li> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</li> <li>• Risk assessment published to school website as per HSE guidance.</li> <li>• A copy has been sent to all local trade unions.</li> <li>• A copy has been sent to the Local Authority <a href="mailto:performanceandimprovement@wirral.gov.uk">performanceandimprovement@wirral.gov.uk</a> .</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter either school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Schools have involved parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discussions had with cleaners for additional cleaning requirements and additional hours agreed.</li> <li>• Dining tables to be cleaned after each sitting of year groups.</li> <li>• Staff to leave the building as soon as possible at the end of the school day to enable cleaners to commence cleaning duties.</li> </ul>	<p>2x2=4 .</p>	

<p><b>Failure of measures to prevent spread of Coronavirus (Covid 19) in school</b></p>	<p>Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees</li> <li>• All training needs have been checked to ensure compliance.</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned.</li> <li>• Risk assessments will be review appropriately considering any issues identified and changes in public health advice.</li> <li>• Risk assessment revised and shared with staff</li> </ul>	<p>2 x 2=4</p>	
<p><b>Unaware of steps to take in the event of suspected or confirmed case in school –</b>  <b>a. Currently</b>  <b>School informed pupil/staff member tested positive in last 10 days</b></p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Both Schools will ensure they understand the NHS Test and Trace process <b>and follow latest Wirral PHE guidance and</b> the <a href="#">NHS test and trace process</a></li> <li>• If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on <b>0800 046 8687 option 1 ( Wirral schools contact</b> email Alison Simpson or Jane Harvey.</li> <li>• School Coronavirus (COVID-19) test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</li> <li>• When inside try to keep different classes apart (e.g. dining room)</li> <li>• Where possible limit the number of staff working between classes- alter timetabling if necessary. If not possible staff <b>must</b> maintain 2m social distancing</li> <li>• The Health Protection team will provide a template letter will be provided to the schools, on the advice of the health protection team, to send to parents and staff if needed</li> <li>• <b>Early Years provision - all confirmed cases to be reported to Ofsted (updated Actions for Early Years 27.07.20)</b></li> </ul>	<p>2x2=4</p>	
<p><b>Infection control – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Pupils, staff and other adults advised clearly not to come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days</li> </ul>	<p>2x2=4</p>	

		<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Staff &amp; pupil temperatures will be taken if they are feeling unwell or a staff member is concerned that a child may have a temperature.</li> <li>• Hand driers reinstated.</li> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across school.</li> <li>• School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly, <ul style="list-style-type: none"> <li>○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the <a href="#">guidance on hand cleaning</a></li> <li>○ clean their hands: <ul style="list-style-type: none"> <li>▪ on arrival at the setting</li> <li>▪ return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating,</li> <li>▪ and after sneezing or coughing</li> </ul> </li> <li>○ are encouraged not to touch their mouth, eyes, and nose</li> <li>○ promote the ‘catch it, bin it, kill it’ approach</li> <li>○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitise all the frequently touched surfaces.</li> <li>○ provide disposable tissues in each classroom</li> <li>○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</li> </ul> </li> <li>• ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• pupils with complex needs who struggle to maintain as good</li> </ul>		
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respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them

- encourage young children to learn and practise these habits through games, songs, and repetition
- ensure that lidded bins for tissues are emptied throughout the day
- where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units
- Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly
- Young pupils & those with complex needs are supervised when using of hand sanitiser
- Wipes are available
- Hand cream e.g. E45 is available and pupils are encouraged to use it
- assemblies are held group by group or suspended
- Parents to supply bottles of water and to clean their bottles regularly.
- Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Staff & pupils aware of contact points and frequently touched surfaces e.g. phones, taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas
- All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
- Satisfactory cleaning regime in place to decontaminate such objects
- Classroom cleaning & disinfecting kits in place.
- Pupil engagement encouraged to wipe down own surfaces. equipment & toys
- Both Schools ensure that staff members and parents/carers understand that they will need to be ready and willing to:

		<ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19)</li> <li>● School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ <b>if someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</li> <li>○ <b>if someone tests positive</b>, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste</li> </ul> </li> <li>● Pupils, staff and other adults advised clearly not to come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days</li> </ul> <p style="text-align: center;"></p> <p style="text-align: center;">ACTIONS TO TAKE FOR SCHOOLS updat</p> <ul style="list-style-type: none"> <li>● <b>In nursery disposable paper cups will be used</b></li> <li>● <b>In nursery uniforms are optional. Due to the age of the children and the types of messy activities that take place, it is recommended that clean clothes are worn each day.</b></li> </ul>		
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		 FINAL_VERSION 9 INFECTION CONTROL		
<b>Face coverings in school for staff pupils &amp; visitors – - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings). Reminders will be sent on newsletter to parents and texts to primary school parents and carers.</li> <li><b>Social distancing must still be followed at all times.</b></li> <li>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</li> </ul> <p><b>Early years ,Primary schools Y6 &amp; below</b> - where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example in staffrooms (when not drinking or eating), in the corridors, in the dining hall, when approaching staff in the school offices - staff and visitors are to wear a mask unless they are exempt.</p>	2 x 2 =4	
<b>Social distancing across school – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Both Schools will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.</li> <li>This will be achieved by             <ul style="list-style-type: none"> <li>keeping groups separate (in ‘bubbles’) and maintaining distance between individuals.</li> </ul> <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> <li><i>children’s ability to distance</i></li> <li><i>the lay out of the school</i></li> <li><i>the feasibility of keeping distinct groups separate while offering a broad curriculum)</i></li> </ul> </li> <li>emphasis will be on separating groups for younger children</li> <li>social distancing will be emphasised for older children.</li> <li>children considered old enough will be supported to maintain distance and not touch staff where possible.</li> <li>Both Schools will maintain consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with</li> </ul>	2x2=4 .	

each other to only those within the group

- Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible
- Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate
- Both Schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups
- Desks will be forward facing and children will be allocated desks each day where possible. Desks will be separated as much as is possible within the confines of the classroom.

**Reduce mixing within Primary and Nursery School by:**

**Groups of pupils – ‘bubbles’**

**Measures within the classroom**

- Smaller groups such as classes will be implemented in the Primary School for older aged children during lesson times. At lunch times, playtimes etc year groups will be the appropriate bubble sizes to enable children to access the school hall and playground for lunchtimes. For our younger children in both schools they will be grouped in year groups such as Foundation 2 and Foundation 1 and 2 year olds in the Nursery. This is to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).
- Consistent groups will be maintained where possible
- All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups
- Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
- Younger children will not be able to maintain social distancing and it is

acceptable for them not to distance within their group.

- Staff & pupils maintain 2 m social distancing
- Minimise time spent within 1 m of anyone
- Avoid face to face contact with pupils stand up, above and behind them
- Keep 2 m from colleagues
- Understand very young or special needs this is not possible
- All children encouraged to socially distance if possible
- Children who are old enough will be supported to maintain distance and not touch staff and their peers.
- Pupils sit side by side facing forward
- Teachers stay at the front of the class where possible
- All furniture and equipment moved to ensure this seating
- Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone

**Primary school**

- Primary school bubbles will be a full class.
- Older children will be told to maintain 2m distance within the group
- Where younger pupils and staff cannot maintain distancing school we will employ smaller class-sized groups especially for continuous provision
- Pupils will stay in their class groups for the majority of the classroom time but will mix into wider year groups only for specialist teaching, lunch, outdoor provision and wraparound care.
- Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible.
- Year group bubbles will dine in specific zones on a staggered rota. Children will sit together in their bubble groups on tables in either the school hall or their classroom.
- Year group bubbles will be assigned playtimes together in zones on the playground to stay within proximity of their class bubble.

**Nursery School** (as Primary School where possible)

- Avoid face to face contact as much as possible
- increased hygiene protocols in place to reduce risk of transmission
- Where possible, staff will support children & those who are able to

		<p>maintain distance and not touch staff and their peers</p> <ul style="list-style-type: none"> <li>• Where staff, children or young people cannot maintain distancing school will employ smaller class-sized groups</li> <li>• Rooms have been adapted and excess furniture &amp; equipment removed to support social distancing where possible.</li> <li>• Bubbles are made up of room provision, ie bumble bees, 2 year olds etc.</li> <li>• Outdoor provision will be utilised as much as possible. Children will access the outdoor provision within their bubbles for the most part but whole Nursery is considered as one bubble group when outdoors and where it is not possible to maintain distancing etc. Therefore children will stay within their class groups for the majority of activities but may mix into the wider nursery for specialist teaching or outdoor provision. Mixing of groups is inevitable due to part time nature of nursery admissions AM/PM/Flex 1 and 2.</li> <li>• Nursery children attending full day sessions will bring their own packed lunch. Children entitled to FSM / paying for a school meal will be provided with a packed lunch</li> <li>• Nursery snacks - staff providing snacks for children will have appropriate food hygiene qualification. Staff will ensure that areas are cleaned before and after snack and that children wash hands prior to eating. Milk will be provided in individual cartons with straws or using disposable paper cups and water will be provided as an alternative.</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene.</li> <li>• Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised especially during lunch and breaks to reduce transmission. Limited number of staff to be present in staff room and reduce use of middle table at the primary school. At the Nursery School both meeting room and staff room to be used for lunch breaks to observe social distancing. Staff are asked not to share cups and to appropriately clean eating utensils.</li> </ul>		
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		<p><b>Measures elsewhere: HANDS, FACE and SPACE</b></p> <ul style="list-style-type: none"> <li>• Movement around school is kept to a minimum</li> <li>• Timetables adjusted to keep groups apart moving around school by</li> <li>• No large gatherings involving more than one group</li> <li>• Breaks staggered</li> <li>• Lunch breaks have been staggered, zones in the dining hall to be used as well as classrooms.</li> <li>• pupils will clean their hands beforehand and enter in the groups they are already in</li> <li>• Markings on floor to show spacing in the hall.</li> <li>• Cutlery and drinks to be placed on tables prior to children entering the hall to reduce movement around hall</li> <li>• Children to remain seated once food collected. Hands up to call staff if there is an issue.</li> <li>• Some lunches will be packed lunch only initially to reduce the number of children utilising the zones in the hall and instead will eat packed lunches in their classrooms.</li> <li>• Bubbles kept apart as much as possible using specific zones in the dining hall with some bubbles remaining in their classroom to eat packed lunches or lunches brought to their classroom.</li> <li>• Surfaces and tables cleaned between each group in the dining hall and classrooms after lunch.</li> <li>• Use of cloakrooms will be staggered to ensure children are not in close proximity of each other, where it is not possible to separate bags and coats some children's coats will need to be placed on chair backs</li> <li>• Minimise touching of frequently touched surfaces and contact points</li> <li>• Rooms accessed directly from outside where possible</li> <li>• Signage reminding about 2m social distancing in place</li> <li>• Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time</li> <li>• Both Schools will maximise the use of outdoor space for exercise, breaks outdoor education</li> </ul>		
<p><b>Pupils &amp; relevant staff not</b></p>	<p>Staff, pupils, parents, visitors</p>	<ul style="list-style-type: none"> <li>• School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in</li> </ul>	<p>2X2=4</p>	

<p><b>participating in the PH Wirral /Flu Immunisation programme (vaccine)</b></p>	<p>- contracting Coronavirus (COVID 19 or SARS/CoV – 2 variant)</p>	<p>keeping with the school’s control measures.</p> <ul style="list-style-type: none"> <li>• School will maintain capacity for the delivery of the school aged flu vaccination programme.</li> <li>• School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils.</li> <li>• The Immunisation Team contact details are 0151 514 2509/0151 514 2510.</li> <li>• See also: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf</a></li> </ul>		
<p><b>Shared resources - risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• Staff &amp; pupils have individual pens and equipment where possible and these are not shared.</li> <li>• Equipment is not shared with other cohorts without cleaning and where possible to be left for 72 hours.</li> <li>• Shared classroom materials can be shared within the bubble and will be cleaned regularly</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit.</li> <li>• Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development.</li> <li>• Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>• Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones for Year 6 only. Bags are allowed. <b>In Nursery parents will provide a change of clothes in a drawstring bag and nappies / wipes (if applicable). These bags will remain in school unless and until they are used.</b></li> </ul>	<p>2x2=4 .</p>	

		<ul style="list-style-type: none"><li>• No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources</li></ul>		
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<p><b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. Children at the Primary School to arrive from 8.40am to 8.55am and end of school day to commence from 3.00pm to 3.20pm. <b>Children at the Nursery School to arrive 9.00am – 9.15am and the end of the day to commence from 3.15pm – 3.30pm. Children attending morning only sessions will leave between 11.45am – 12 noon and those arriving for afternoon sessions will arrive between 12.30pm – 12.45pm</b></li> <li>• School has communicated specific start and finish times to parents and children and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) via plans on school website.</li> <li>• Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Parents advised that if their child needs to be accompanied to the primary or nursery school, only one parent should attend where possible.</li> <li>• Staff to stand away from the gates for children entering the premises. Parents to be asked to stand back from any staff on the gates if needing to communicate any information but also making sure that the gates allow entry to pupils accessing the school premises. If the conversation becomes prolonged parents should email or telephone the school office to continue their communication.</li> <li>• Upon pick up staff are to stand in the doorway of their class and not enter the school playground to ensure that they are not in close proximity of parents.</li> <li>• A site map is present on the school website Returning to Somerville 2020 which shows pick up points and entrances to be used.</li> <li>• <b>Face coverings</b> - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <a href="#">safe working in education, childcare and children’s social care</a> for more advice.</li> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• schools, parents and young people following the government guidance</li> </ul>	<p>2x2=4 .</p>	
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		on how to travel safely		
<b>Staff visiting families in their own homes</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19 or SARS/CoV – 2 variant )	<ul style="list-style-type: none"> <li>• School may need to send a member of staff to make face to face visits</li> <li>• A separate risk assessment must be undertaken by NP or ACr.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> <li>• If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the <a href="#">children’s social care services guidance</a> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>○ risks to children and young people</li> <li>○ risks to families</li> <li>○ risks to the workforce</li> <li>○ national guidance on social distancing and hygiene</li> <li>○ statutory responsibilities, including safeguarding</li> </ul> </li> <li>• If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.</li> <li>• Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.</li> <li>• If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to <a href="#">book a test</a>.</li> <li>• If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants</li> <li>○ taking PPE &amp; sanitiser as a precautionary measure</li> </ul> </li> </ul>	2x2=4	
<b>Safeguarding – risk of breach</b>	Staff, pupils , parents, volunteers- experience	<ul style="list-style-type: none"> <li>• Schools have revised the child protection policy to reflect the return of more pupils.</li> <li>• Both Schools follow statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in</a></li> </ul>	2x2=4	

	harm or abuse, eg emotional harm	<a href="#">schools, colleges and other providers guidance.</a>		
<b>Pupil with an EHCP – risk of not following specialist guidance</b>	Pupils, - injury or ill-health	<ul style="list-style-type: none"> <li>Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers <b>or</b></li> <li>Parents have been contacted and will be involved in planning for their child’s return to their setting from September</li> </ul>	2x2=4 .	
<b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b>	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> <li>Behaviour policy updated and shared with staff, parents &amp; pupils</li> <li>Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced</li> <li>Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Behaviour policy and sanctions to be followed in light of possible incidents.</li> </ul>	2x2=4 .	
<b>Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions</b>	Pupils - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children paused on 1 August, as a consequence of a continued decline in the rates of community transmission of coronavirus (COVID-19).</li> <li>Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health. <a href="#">COVID-19 - ‘shielding’ guidance for children and young people</a></li> <li>Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education. Parents will be contacted to ensure that child has access to online resources where</li> </ul>	2x2=4 .	

		<p>this is the case.</p> <ul style="list-style-type: none"> <li>School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>		
<b>Shielded staff</b>	Staff - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19)</li> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>Risk assessments will be carried out on all staff who have been shielding</li> </ul> <p> Covid 19 staff risk assessment tool 0207</p> <ul style="list-style-type: none"> <li>Government policy advises those who can work from home to do so. School will review each case.</li> <li>See guidance the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> </ul>	2x2=4 .	
<b>Clinically vulnerable or extremely</b>	Staff - contracting Coronavirus	<ul style="list-style-type: none"> <li>Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and</li> </ul>	2x2=4 .	

<p><b>clinically staff</b> who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>)</p>	<p>(Covid 19 or SARS/CoV – 2 variant)</p>	<p>cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</p> <ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>• Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible,</li> <li>• Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available. Staff who have been asked to work from home will be directed by the Executive Team to ensure that they continue to work their hours on behalf of the Federation.</li> <li>• School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>• Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk</li> </ul>		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including <b>BAME staff &amp; pupils</b> Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate</p>	<p>Staff or pupils - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )</p>	<ul style="list-style-type: none"> <li>• Assess the risks to staff in this category including BAME staff and pupils in your establishment.</li> <li>• Have comprehensive conversations with these members of staff</li> <li>• identify existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>• Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns.</li> <li>• keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>• School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>• Staff or pupils who live with those who have comparatively increased</li> </ul>	<p>2x2=4</p>	

number of deaths being recorded.		<p>risk from coronavirus (COVID-19) can attend the workplace.</p> <ul style="list-style-type: none"> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> <li>• See <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ul>		
<b>New and/or expectant mothers</b> – deemed clinically vulnerable included in <a href="#">Staying at home and away from others (social distancing) guidance</a>	Staff - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )	<ul style="list-style-type: none"> <li>• Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school,</li> <li>• A pregnant member of staff who can work from home should do so, they will be directed by the executive team to the most appropriate work to be completed from home. Alternatively they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</li> <li>• Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. <b>See RA 029 New &amp; Expectant mother risk assessment</b></li> <li>• Follow guidance from GP and mid-wife.</li> <li>• Maintain high standards of hygiene</li> <li>• Inform line manager if circumstances change</li> <li>• Refer to this guidance also for BAME expectant mothers <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>	2x2=4 .	
<b>Cleaning - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas</li> <li>• Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids this includes general cleaning products -Fairy Liquid, Dettol</li> <li>• <b>KEY point -Do not have to kill the virus in school but need to remove</b></li> </ul>	2x2=4 .	

		<p><b>it into a wet cloth and rinse down sink.</b></p> <ul style="list-style-type: none"> <li>• Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</li> <li>• Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</li> <li>• Encourage pupils to clean – to teach them about safety.</li> <li>• Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to .</li> <li>• If suspected case of Covid 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• If cohorts change, consider cleaning between class changes</li> <li>• Toys, fabrics, soft furnishings will have to be washed or replaced more frequently</li> <li>• Sanitizer stations located in each classroom</li> <li>• Regular cleaning of toilets and supply of hand soap</li> <li>• Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</li> <li>• Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.</li> </ul>		
<p><b>Contractors on site - risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• School’s site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, this will be arranged</li> <li>• A record is kept of all visitors.</li> <li>• Communication - explain to contractors your concerns and come up with workable solutions</li> <li>• Request risk assessments from contractors which include their social distancing protocols.</li> </ul>	<p>2x2=4</p>	

		<ul style="list-style-type: none"> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>• Risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups will be assessed on an individual and ongoing basis</li> </ul>		
<b>PPE requirements - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )	<ul style="list-style-type: none"> <li>• No requirement for face coverings/masks etc</li> <li>• The majority of staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained</li> <li>• Within 2m PPE is available and staff will wear a mask, gloves and disposable apron. Visors are also available on entry to both schools.</li> <li>• Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.</li> <li>• Risk assessment for pupils in place.</li> <li>• PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> <li>• Hand washing with soap and hot water for 20 secs minimum</li> <li>• 2m social distancing maintained as far as possible</li> <li>• School has sourced adequate supplies of PPE</li> <li>• All staff completed 'PPE putting on &amp; taking off' training as below</li> </ul> <p>Training in donning and removing PPE  <a href="https://www.youtube.com/watch?v=kKz_vNGsNhc">https://www.youtube.com/watch?v=kKz_vNGsNhc</a>  Training in donning and removing PPE See  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <ul style="list-style-type: none"> <li>• School does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). If a pupil arrives at either school -Staff will perform AGPs following PHE's <a href="#">personal protective</a></li> </ul>	2x2=4	<b>Eye Protection &amp; Masks</b> <i>The need for a be assessed by the member of staff prior can be worn on a sessional basis.</i>

		<p><a href="#">equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE.</p> <ul style="list-style-type: none"> <li>• Separate risk assessments will be carried out following specific guidance where a new pupil arrives at either school requiring such procedures. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies</a></li> <li>• Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus</li> </ul>		
<p><b>First aid provision – risk of school unable to provide first aid in the event of an emergency.</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )</p>	<ul style="list-style-type: none"> <li>• Adequate numbers of first aiders on site in all categories:</li> <li>• First aid certificates which expired during lockdown have been renewed, those staff whose certificates are about to expire have been given access to course details to renew as soon as possible.</li> <li>• First aid boxes located across site</li> <li>• All staff who are to wear PPE have completed ‘PPE putting on &amp; taking off’ training</li> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u></b></li> <li>• <b>First aid provision with suspected symptoms of coronavirus :</b> Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (IIR) surgical mask</li> </ul> </li> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> <li>• All staff completed ‘PPE putting on &amp; taking off’ training</li> <li>• Waste which is possibly contaminated will be double-bagged, stored on</li> </ul>	<p>.</p>	<p><b>Eye Protection &amp; Masks</b> <i>The need for a be assessed by the member of staff prior can be worn on a sessional basis.</i></p>

		<p>site for 72 hours then disposed of in normal waste</p> <ul style="list-style-type: none"> <li>• Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient’s mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>• If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</li> </ul> <p>See: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>		
<p><b>Medical isolation room - risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant )</p>	<ul style="list-style-type: none"> <li>• Medical room or parents meeting room at Primary School and Nursery adjacent foyer area to be used or <b>Meeting Room if available</b> If a child is awaiting collection, they should be moved to one of these rooms, if possible, behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</li> <li>• Ideally, a window should be opened for ventilation. If unable to isolate a child move them to an area 2m away from others.</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs</li> <li>• Remove all non-essential items in the isolation area.</li> <li>• Include one desk and one table.</li> <li>• Child awaiting collection will be supervised</li> <li>• A toilet has been identified to be used if required whilst awaiting collection.</li> <li>• If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate</li> </ul>	<p>2X2=4</p>	

		<p>unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>• After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</li> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Both schools will follow cleaning and waste disposal guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		
<b>Remote Learning – risk to staff and pupils by abuse of systems</b>	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents as below</li> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• See National Crime Agency at the following websites:<a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a></li> </ul>	2x2=4	
<b>Working at height - risk of falling from height</b>	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> <li>• Site manager/ caretakers should have checked all ladders on site.</li> <li>• If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</li> <li>• Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> </ul>	.	Safe use of ladders toolbox talk available
<b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b>	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> <li>• Remind everyone to review their workstations after the long absence.</li> <li>• Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>• All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>• If some staff are still home-working check with them that there are no issues with their set-up at home.</li> </ul>	2x2=4 .	
<b>Lone working- risk of accident, injury or emergency</b>	Staff working from home – injury and ill-	<ul style="list-style-type: none"> <li>• Carry out a risk assessment for staff who remain working from home following guidance</li> <li>• See RA 028 Working from home Covid 19</li> </ul>	2x2=4 .	

	health			
<b>Kitchens - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• Deep clean the kitchen prior to reopening before food preparation resumes</li> <li>• Recommission all catering equipment. Check servicing and PAT testing</li> <li>• Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	2x2=4 .	
<b>Fire – failure of systems and fire evacuation plans</b>	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Practice drill held within first week to ensure everyone knows their roles and responsibilities.</li> <li>• Social distancing is followed on evacuation and at assembly point.</li> <li>• The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out.</li> <li>• The fire alarm and emergency lighting has been serviced in according to guidance</li> <li>• Alarm checked weekly</li> <li>• Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>• Emergency lighting tested monthly</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   MF - Fire Risk  Assessment Activity - Assessment Model &amp; </div> <div style="text-align: center;">   RA - Fire Risk  Assessment Model &amp; </div> <div style="text-align: center;">   RA - Fire Risk  Assessment Model &amp; </div> </div>	2x2=4 .	
<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms, respiratory	<ul style="list-style-type: none"> <li>• Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book</li> <li>• Monthly water checks should have taken place</li> </ul>	2x2=4 .	Check if tank fed or mains water supply operation, commission a water treatment (flush the complete system for all hot and drinking water) and certify the water system are reoccupied. Allow sufficient time for

	condition			before opening if possible. <b>Check with</b>
<b>HS Checks - failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.</li> <li>Caretaker of both schools carries out daily visual whole site checks</li> </ul>	2x2=4	
<b>Equipment- failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>All areas and equipment that have been taken out of use are checked</li> <li>Teachers have checked their own classrooms to ensure all is in good condition ..</li> <li>Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> </ul>	2x2=4	See Form F10 Checklist for classrooms
<b>Manual handling – risk of staff injured by moving and handling heavy items</b>	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> <li>Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location</li> </ul>	2x2=4 If all controls are in place in Column 3 this may be lowered	Manual Handling Toolbox talk available
<b>Security – Opening and locking up procedures</b>	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> <li>Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>Secure reception</li> <li>Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>	2x2=4 .	
<b>Heating/Boilers failure of equipment leading to loss of heating</b>	Staff, pupils, parents, visitors- lack of heating , becoming unwellll, cold	<ul style="list-style-type: none"> <li>Boilers and heating systems been serviced through lock down as required</li> </ul>	2x2=4 .	
<b>Medication – lack of training</b>	Staff, pupils, parents, visitors – accident in administration	<ul style="list-style-type: none"> <li>Trained staff available to administer medicines and records maintained.</li> <li>Secure medicines storage</li> <li>Inhalers and epipens available pupils in classrooms and for outdoor</li> </ul>	2x2=4 .	

	of medicines – pupil becoming unwell.	activities		
<b>Emergency plan</b>	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> <li>• Reviewed school emergency plan to cover Covid 19 issues</li> <li>• Contingency plans for an outbreak are in place</li> <li>• Shared with staff and relevant parties e.g. Governors</li> <li>• Remote education plans will be in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li> </ul>	2x2=4 .	
<b>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)	<ul style="list-style-type: none"> <li>• School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> <li>○ New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities</li> <li>○ School measures and/or risk assessments have been shared with them</li> <li>○ Risk assess impact of third party on school.</li> </ul> </li> <li>• Breakfast and after-school provision, where possible, will restart from the start of the autumn term: <ul style="list-style-type: none"> <li>○ keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small, consistent groups will be identified.</li> <li>○ advise parents to limit the number of different wraparound providers they access, as far as possible.</li> <li>○ Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</li> <li>○ No contact sports</li> </ul> </li> </ul>	2x2=4 .	
<b>Sports activities - risk of transmission of Coronavirus (Covid</b>	Staff, pupils, parents, visitors - contracting	<ul style="list-style-type: none"> <li>• Pupils kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> </ul>	2x2=4 .	

<p><b>19) whilst on visit.</b></p>	<p>Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• Contact sports avoided.</li> <li>• Outdoor sports prioritised where possible, and e.g. hall used where it is not, to maximise distancing between pupils</li> <li>• The areas will be cleaned between groups – surfaces wiped down</li> <li>• Pupil reminded about hand and respiratory hygiene</li> <li>• If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• Schools refers to the following advice: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a></li> <li>○ <a href="#">Sport England</a> for grassroots sport</li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>• School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> <li>• Risk assessments will be requested from all sports providers to ensure all activities are inline with measures adopted by school to reduce the risk of transmission</li> </ul>		
<p><b>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups</li> <li>• Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced.</li> <li>• Instrument sharing to be avoided,</li> <li>• Good ventilation if held indoors but holding the session outside will be considered</li> </ul>	<p>2x2=4 ·</p>	

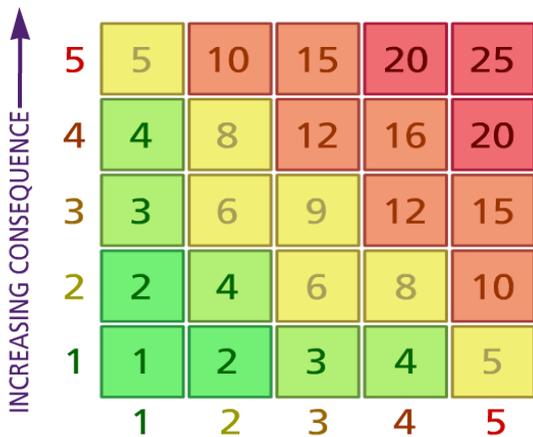
<b>Educational visits – risk of Coronavirus (Covid 19) whilst on visit</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)	<ul style="list-style-type: none"> <li>• Educational visits for non-overnight domestic educational visits resume September. See <a href="#">coronavirus: travel guidance for educational settings</a></li> <li>• When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing &amp; hygiene will be adhered to, to ensure they can be done safely.</li> <li>• School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</li> <li>• School will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• Schools will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>	2x2=4 .	
<b>Ventilation &amp; air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19))</b>	Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19SARS/CoV – 2 variant)	<ul style="list-style-type: none"> <li>• School will ensure an adequate supply of fresh air into building(s).</li> <li>• Where possible windows &amp; doors will be opened to increase the supply of fresh air (unless fire doors).</li> <li>• Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended</li> <li>• To prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows</li> <li>• See Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low</li> </ul> <p>Ventilation <a href="https://www.gov.uk/government/publications/managingschool-premises-during-the-coronavirus-outbreak/managingschool-premises-which-are-partially-open-during-the-coronavirusoutbreak#ventilation">https://www.gov.uk/government/publications/managingschool-premises-during-the-coronavirus-outbreak/managingschool-premises-which-are-partially-open-during-the-coronavirusoutbreak#ventilation</a> All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.</p>	2X2=4 .	

<p><b>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19 or SARS/CoV – 2 variant)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19 or SARS/CoV – 2 variant)</p>	<ul style="list-style-type: none"> <li>• Outdoor playground equipment &amp; resources will be cleaned more frequently by cleaning staff</li> <li>• Outdoor is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously.</li> <li>• Breakfast &amp; After school club clean equipment indoor and outdoor equipment between groups and after use.</li> <li>• Prior to reinstating use of play equipment which has been put out of use. Caretaker has carried out formal recorded inspection.</li> <li>• All servicing and maintenance identified has been carried out prior to reinstatement.</li> <li>• The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>• It has been formally shared with all middays &amp; staff supervising.</li> <li>• Site manager/caretaker has attended Routine Inspectors Course</li> <li>• Site manages/caretaker visually inspects play equipment daily</li> <li>• Site manages/caretaker has reinstated weekly formal checks of play equipment</li> <li>• Pupils reminded of playground rules</li> <li>• Children to remain in segregated zone of playground away from other bubbles in their year group.</li> <li>• Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc <b>prior to every session.</b></li> </ul>	<p>2x2=4 .</p>	
<p><b>Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and language</b></p>	<p>Staff, pupils, visitors, members of the public by increased risk of</p>	<ul style="list-style-type: none"> <li>• Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>• Visitors made aware of all measures in place in school to reduce risk of</li> </ul>	<p>2x2=4 .</p>	

<p>therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.</p>	<p>catching Covid 19 from visitor entering existing bubble and cross-contamination of 'bubbles'</p>	<p>spread of virus.</p> <ul style="list-style-type: none"> <li>• Visitors will be told to wash hands on arriving or use hand sanitiser located at entrance.</li> <li>• Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</li> <li>• Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting</li> <li>• Visitor has own PPE or PPE will be provided for each session</li> <li>• 2m social distancing rules in place</li> <li>• PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>• Room has ventilation – windows and door open whilst the room is occupied.</li> <li>• Sanitiser in room</li> <li>• Tissues in room and lidded bin emptied after each session.</li> <li>• Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet at front of school near to offices</li> <li>• Visits arranged for outside of school hours, where possible</li> <li>• A record is kept of all visitors.</li> </ul>		
<p><b>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid</b></p>	<p>Staff, pupils, parents, visitors- contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• A risk assessment will be carried out with other setting to ensure all controls are in place. Ie New Brighton Primary School.</li> </ul>	<p>2x2=4 .</p>	<p>SENCO to contact NB Primary School to SH</p>

19))	(Covid 19 or SARS/CoV – 2 variant)			
<p><b>Overview</b>  <b>This should be inserted into your current -RA 029 Full opening of school/ setting if applicable</b>  <b>Additions specifically for the Nursery School</b>  From the 20<sup>th</sup> July 2020 the protective measures introduced as a result of the Covid-9 outbreak will be reduced. It will remove the need for small groups or bubbles but still requires As a result, removing the requirement to keep children in small consistent groups within settings but still minimising mixing where possible</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm_medium=email&amp;utm_source=govdelivery#infection-prevention-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm_medium=email&amp;utm_source=govdelivery#infection-prevention-and-control</a></li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-personal-protective-equipment-ppe</a></li> </ul>				
		○		
<b>Cleaning –  EYFS FROM  20/07/2020</b>	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> <li>○ Cleaning will remain enhanced and includes: <ul style="list-style-type: none"> <li>▪ more frequent cleaning of rooms that are used by different groups</li> <li>▪ frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>○ No requirements for dedicated toilets for groups.</li> <li>○ Toilets will need to be cleaned regularly</li> <li>○ Children must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	2x2=4	
<b>Minimise contact  between individuals  where possible  EYFS FROM  20/07/2020</b>	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> <li>• Mixing within settings by bubbles or groups should be minimised.</li> <li>• Where bubbles or groups use different rooms for different age groups, keeping those groups apart as much as possible.</li> <li>• All other protective measures must remain in place.</li> <li>• Different groups now do not need to be allocated their own toilets.</li> <li>• Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the</li> </ul>	2x2=4	

		<p>same setting consistently. This should also be the same for staff</p> <ul style="list-style-type: none"> <li>• Settling in sessions for new starters will continue but the outdoor environment will be used where possible.</li> <li>• Meeting with parents during new starter sessions will take place in the meeting room to avoid contact with other children and staff. Any surfaces will need to be cleaned afterwards and the room ventilated appropriately during any meeting.</li> <li>• Nursery School settling in sessions - children will attend in groups of between 1-4 and will access provision within their new bubble. Parents will not enter with them. Where staff need to meet with parents, this will be done remotely where possible, outside if possible or within the meeting room with appropriate preventative measures (ventilation, masks and clean after use).</li> </ul>		
<b>Use of public outdoor spaces EYFS FROM 20/07/2020</b>		<ul style="list-style-type: none"> <li>○ Nursery School can take groups of children to outdoor public places and settings should maximise use of private outdoor space.</li> <li>○ Nursery School may take small groups of children to outdoor public spaces, for example parks, provided that the trip is fully risk assessed and demonstrates that they can stay 2 metres away from other people at all times.</li> <li>○ This should be restricted to small groups and should be done in line with wider government <a href="#">guidelines on the number of people who can meet in outdoor public places</a>.</li> <li>○ Nursery School will not take <b>larger</b> groups of children to public outdoor spaces at one time.</li> </ul>	2x2=4	



Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale

5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

**Likelihood:**  
5 – Very likely  
4 – Likely  
3 – Fairly likely  
2 – Unlikely  
1 – Very unlikely

**Consequence:**  
5 – Catastrophic  
4 – Major  
3 – Moderate  
2 – Minor  
1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

**(5) ACTION PLAN**

	Responsible person	Completion date
Action required:  No further actions to be completed.		
Action plan agreed with (signature)  Date 4 <sup>th</sup> January 2021		

## Key contacts

	<b>Link/Lead for schools</b>
<b>Risk Assessment/Health and Safety</b>	Lorraine Adamson ( <a href="mailto:Lorraineadamson@wirral.gov.uk">Lorraineadamson@wirral.gov.uk</a> )
<b>PPE</b>	Anna Jones ( <a href="mailto:annajones@wirral.gov.uk">annajones@wirral.gov.uk</a> )
<b>Workforce implications</b>	Sue Blevins ( <a href="mailto:sueblevins@wirral.gov.uk">sueblevins@wirral.gov.uk</a> )
<b>Public Health/Infection Control considerations and guidance</b>	Jane Harvey ( <a href="mailto:janeharvey@wirral.gov.uk">janeharvey@wirral.gov.uk</a> )
<b>Asset Management considerations (buildings)</b>	Mike Woosey ( <a href="mailto:Mikewoosey@wirral.gov.uk">Mikewoosey@wirral.gov.uk</a> )
<b>Road Safety</b>	<a href="mailto:roadsafety@wirral.gov.uk">roadsafety@wirral.gov.uk</a>
<b>Communications Plan (workforce/Public)</b>	Sam Jenkins ( <a href="mailto:samjenkins@wirral.gov.uk">samjenkins@wirral.gov.uk</a> )
<b>Emotional support for pupils</b>	Health and schools Team