




## MODEL RISK ASSESSMENT RECORDING FORM

Location Somerville Nursery and Somerville Primary Schools, Somerville Federation. Address: Brentwood Street, Wallasey, CH44 4BB and Northbrook Road, Wallasey CH44 9AR respectively. See also Early Years risk assessment for relevant information specific to Nursery School	Date assessment Undertaken UPDATED 21 <sup>st</sup> January 2021	Assessment undertaken by: Jeanne Fairbrother AND Michael Forber
Activity or situation: <b>Schools /Settings – National Lockdown</b>	Review Date: Weekly from 21 <sup>st</sup> Jan 2021 or when guidance updated whichever is sooner.	Signature: 

**These are a set of measures for the National Lockdown which have necessitated complete revision of RA 029 Full Opening of Schools.**

### Background

The Government announced a [national lockdown](#) commencing 5th January 2021 until advised of a date by the DfE and instructed people to stay at home to control the virus, protect the NHS and save lives.

The decision follows a rapid rise in infections, hospital admissions and case rates across the country, and our hospitals are now under more pressure than they have been at any other point throughout the pandemic. The increase in cases has been attributed to the new variant of COVID-19, which is between 50 and 70 per cent more transmissible.

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

The DfE has published [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)

This guidance applies to all schools in England, including:

- schools maintained by local authorities
- academies
- alternative provision schools including pupil referral units
- special schools, including non-maintained special schools
- independent schools

This guidance is for schools during the national lockdown period. Where this guidance refers to “schools”, that does not include maintained nursery schools or pre-reception classes.

The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

This document makes reference to all DfE guidance for [education & childcare](#)

1) Hazard / Activity	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 on overleaf
<b>Schools open to all pupils – lack of social distancing for staff and pupils</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Primary School will remain open only for vulnerable children and the children of key workers.</li> <li>All other children will learn remotely until February half term.</li> <li>Both Schools have contacted parents to reinforce the National Lockdown message through letters and the Federation website.</li> </ul>	<b>3X2=6</b>	
<b>Communication</b> -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Both Schools follows latest DfE, PHE &amp; Gov.uk guidance</li> <li>Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown.</li> <li>Behaviour policy communicated to staff, parents &amp; pupils through the Federation website</li> <li>Staff briefings held to cover all new arrangements – via face to face contact and emails</li> <li>Federation has shared with all staff the measures in place and involved staff in that process.</li> <li><b>RA 029 National Lockdown</b> published to website shared with unions, LA, governors.</li> </ul>	<b>3X2=6</b>	
<b>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<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. E.g. First aid, manual handling, EVC, Evac chairs etc.</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 reviewed appropriately considering any issues identified and changes in public health advice.</li> </ul>		

		<ul style="list-style-type: none"> <li>• School follows advice from HS advisers.</li> <li>• Risk assessment revised and shared with staff</li> <li>• Staff and pupils –follow <u>Hands, Space, Face</u></li> </ul>		
<b>Unaware of steps to take in the event of suspected or confirmed case in school</b>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p> <p>17<sup>th</sup> Sept</p>	<p><b>Federation of Schools will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance and the <a href="#">NHS test and trace process</a></b></p> <ul style="list-style-type: none"> <li>• Federation has ensured staff and parents/carers understand that they must be ready &amp; willing to: <ul style="list-style-type: none"> <li>○ Book a PCR test if they or their child is displaying symptoms.</li> <li>○ Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test &amp; Trace.</li> <li>○ Self-isolate if they have been in close contact with anyone who tests positive, or of someone in their household has symptoms, or if they or someone in their household has travelled from abroad.</li> </ul> </li> <li>• If the situation is not straightforward and either 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 email covidsupport@wirral.gov.uk) who will get in touch with you as soon as possible.)</b></li> <li>• PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</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> </ul>	3X2=6	
<b>Failure <a href="#">to manage confirmed cases in school</a> ( See page 22)</b>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Federation will take swift action when aware of someone who has attended school &amp; tested positive for coronavirus COVID – 19</li> <li>• If the situation is not straightforward and either school needs help in making an assessment of close contacts school will ring the DfE Helpline on <b>0800 046 8687</b></li> </ul>	3x2=6	

		<p><b>option 1 ((Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.)</b></p> <ul style="list-style-type: none"> <li>Federation understands close contact is <ul style="list-style-type: none"> <li>anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>been within one metre for one minute or longer without face-to-face contact</li> <li>sexual contacts</li> <li>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>travelled in the same vehicle or a plane</li> </ul> </li> </ul> </li> </ul>		
<b>Infection control – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<p><b>Prevention - Minimise contact</b></p> <ul style="list-style-type: none"> <li>Both schools will ensure to 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> <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.</li> </ul>	<b>3X2=6</b>	

		<p>and should <a href="#">arrange to have a test</a></p> <p><b>Prevention – hand &amp; respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across school.</li> <li>• Both Schools will use hand driers or paper towels.</li> <li>• Federation has built hand and respiratory hygiene into school culture and ensures that pupils <ul style="list-style-type: none"> <li>○ Are encouraged 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 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</li> <li>• Encourage young children to learn and practise these habits through games, songs, and repetition.</li> <li>• Ensure that lidded bins for tissues are emptied</li> </ul>		
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		<p>throughout the day.</p> <ul style="list-style-type: none"> <li>• Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly.</li> <li>• Young pupils &amp; those with complex needs are supervised when using of hand sanitiser.</li> <li>• Wipes are available.</li> <li>• Hand cream e.g. E45 is available and pupils are encouraged to use it</li> </ul> <p><b>Prevention - enhanced cleaning</b></p> <ul style="list-style-type: none"> <li>• Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas.</li> <li>• Contact points and frequently touched surfaces are being cleaned more frequently.</li> <li>• All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use</li> <li>• Satisfactory cleaning regime in place to decontaminate equipment &amp; toys.</li> <li>• Classroom cleaning &amp; disinfecting kits in place.</li> <li>• Pupil engagement encouraged to wipe down own surfaces. equipment &amp; toys</li> <li>• Toilets are cleaned regularly.</li> <li>• Toilets are allocated for bubbles and will use the nearest set of toilets to their classroom for ease.</li> </ul>		
<p><b>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</b></p> <p><b>Minimise contact between individuals</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Somerville Federation will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff and staff and other adults on site.</li> <li>• This will be achieved by <ul style="list-style-type: none"> <li>○ Reducing pupil number -CW &amp; V only at the Primary School and supporting parents who do not wish to send their child into the Nursery School</li> <li>○ Reducing staff in both schools i.e. rotas for staff where possible dependent on position in the school and complying with legal requirements.</li> <li>○ keeping groups separate (in 'bubbles') and</li> </ul> </li> </ul>	<p><b>3X2=6</b></p>	

		<ul style="list-style-type: none"> <li>○ Maintaining 2m social distancing 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 schools</i></li> <li>○ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum</i></li> </ul> <ul style="list-style-type: none"> <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 small consistent groups to reduce the risk of transmission.</li> <li>• Both Schools will use available space to maximise distance between pupils and between staff &amp; other adults on site.</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• 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.</li> </ul> <p><b>Reduce mixing within education or childcare setting by:</b></p> <p><b>Groups of pupils and 'bubbles'</b></p> <p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• Both Schools have identified small consistent class groups –'bubbles'</li> <li>• Where possible the integrity of the bubble is maintained.</li> <li>• 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.</li> <li>• Where possible our schools will take steps to limit</li> </ul>		
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		<p>interaction, sharing of rooms and social spaces between groups as much as possible.</p> <ul style="list-style-type: none"> <li>• The Federation recognises that younger children &amp; those with SEND will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</li> </ul> <p>Bubbles will consist of one bubble for each year group in the Primary School except for Year 4 children where there is an increased number of critical workers and vulnerable children needing support. This cohort will have two bubbles.</p> <p><b>General Measures in the classroom</b></p> <ul style="list-style-type: none"> <li>• Teachers &amp; staff can operate across groups or ‘bubbles’. but they must keep 2m away from other staff &amp; pupils to preserve ‘bubble’ integrity</li> <li>• Staff &amp; older pupils maintain 2 m social distancing.</li> <li>• Minimise time spent within 1 m of anyone.</li> <li>• Avoid face to face contact with pupils stand up, above and behind them. And other staff.</li> <li>• Keep 2 m from colleagues.</li> <li>• All children encouraged to socially distance if possible.</li> <li>• Children who are old enough will be supported to maintain distance and not touch staff and their peers.</li> <li>• Pupils sit side by side facing forward.</li> <li>• Teachers stay at the front of the class where possible.</li> <li>• All furniture and equipment moved to ensure this seating.</li> <li>• Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone. I.e. avoid bending or stooping to younger pupils.</li> <li>• Both Schools have made small adaptations to classrooms where necessary to support social distancing.e.g. Moving unnecessary furniture to make more space.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Primary school groups will be small class groups</li> <li>• Older children will be told to maintain 2m distance within the group</li> <li>• Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for wraparound care and transport.</li> <li>• Rooms have been adapted and excess furniture &amp; equipment removed to support social distancing where possible.</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <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.</li> <li>• Use of the staff room will be minimised by using both the staff room and the blue bird room for lunches and breaks only at the primary school and similarly the new parent room and staff room at the Nursery School.</li> </ul> <p><b>Measures elsewhere</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 and movement around school kept to a minimum</li> <li>• School has planned routes to avoid creating busy corridors, entrances and exits.</li> <li>• No large assemblies or gatherings involving more than one group</li> <li>• Breaks are staggered</li> <li>• Lunch breaks staggered at the Primary School, pupils will clean their hands beforehand and enter in the groups they are already in</li> <li>• Groups kept apart as much as possible and surfaces and tables cleaned between each group.</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. Each year group has their own set of toilets.</li> </ul>		
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		<ul style="list-style-type: none"> <li>Both schools will maximise the use of outdoor space for exercise, breaks outdoor education.</li> </ul>		
<b>School workforce – reducing contact with all other adults</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Somerville Federation will follow National Lockdown Stay at Home guidance where possible.</li> <li>Those staff not attending school will work from home.</li> <li>All staff attending school follow the measures set out in this <b>RA 029 School - National Lockdown</b> to minimise the risks of transmission.</li> <li>Federation aims to reduce contact between all adults - <ul style="list-style-type: none"> <li>Staffrooms – two rooms to be used to ensure social distance.</li> <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)</li> <li>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</li> <li>Corridors – staff will wear masks outside of their classrooms.</li> </ul> </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) Those exempt from wearing masks or face coverings should wait to avoid congestion in the school grounds before entering to protect themselves.</li> </ul>	<b>3X2=6</b>	

<b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Staggered starts from 8.45 to 9.00 and finish times from 3.00 to 3.15pm at the Primary School to keep groups apart as they arrive and leave school. Similarly at the Nursery School pick up and drop off times support a slight stagger to avoid congestion. All gates will continue to be used at the Primary School to ensure parents and children can remain socially distant when arriving and leaving. At the Nursery School a one way system is in place due to the size of the site.</li> <li>• The federation has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</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 education or childcare setting, only one parent should attend.</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 on how to travel safely.</li> </ul>	3X2=6	
<b>Shared resources - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<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.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <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. These items subject to cleaning &amp; rotation.</li> <li>• Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</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. Bags are allowed.</li> <li>• No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply.</li> </ul>		
<b>Playground equipment and activities -risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Outdoor playground equipment such as the adventure playground will not be used at the Primary School for children older than Foundation 2 age group.</li> <li>• Resources will be assigned to each year only and will need to be cleaned more frequently by cleaning high traffic touch points frequently.</li> <li>• These areas will be cleaned regularly <ul style="list-style-type: none"> <li>○ semi enclosed playhouses or huts for small children</li> <li>○ Entry and exit points such as gates.</li> <li>○ seating areas such as benches and picnic tables</li> <li>○ Refuse areas/bins.</li> </ul> </li> <li>• Breakfast &amp; After school clubs' clean indoor &amp; outdoor equipment between groups and after use.</li> <li>• Site manager visually inspects play equipment daily.</li> <li>• Caretaker carries out formal recorded inspection.</li> <li>• An annual service 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> </ul>	<b>3X2=6</b>	

		<ul style="list-style-type: none"> <li>• It has been formally shared with all middays &amp; staff supervising.</li> <li>• Site manager/caretaker has attended Routine Inspectors Course</li> <li>• Pupils reminded of playground rules</li> <li>• Staff reminded they 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>		
<b>Medical isolation room - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved, to the parent meeting room at the Primary School or the outdoor environment when possible or the new parents meeting room at the Nursery School. If the new parents meeting room is used at the Nursery School it is always cleaned prior to use by any other adults or children.</li> <li>• Window or door to be opened for ventilation.</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 special needs</li> <li>• Remove all non-essential items in the parent meeting room.</li> <li>• Include one desk and one table.</li> <li>• A toilet has been identified to be used if required whilst awaiting collection nearest key stage sized toilet or nursery toilet, after use will be closed until cleaned thoroughly 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 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 are requested to do so by NHS Test and Trace or Wirral PHE.</li> <li>• After any contact with someone who is unwell everyone</li> </ul>	<b>3X2=6</b>	More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.

		<p>will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</p> <ul style="list-style-type: none"> <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. School will follow cleaning &amp; waste disposal guidance from <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		
<b>PPE requirements - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Somerville Federation has identified that most staff in both schools will not require PPE beyond what they would normally need for their work. However they must wear masks when in corridors or communal areas.</li> <li>PPE is required where: <ul style="list-style-type: none"> <li>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>contact within 2m PPE is available and staff will wear a mask, gloves and disposable apron</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> </ul> </li> <li>Risk assessments in place for pupils with complex needs.</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>All staff have been able to view the 'PPE putting on &amp; taking off' video training.</li> <li>School does have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the</li> </ul>	<b>3X2=6</b>	<b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>

		<p>care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE.</p> <ul style="list-style-type: none"> <li>• Separate risk assessments have been carried out following specific guidance in <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>		
<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 19)	<ul style="list-style-type: none"> <li>• Both schools are kept well ventilated, via using windows and doors open wherever possible.</li> <li>• <b>poorly ventilated areas</b> <ul style="list-style-type: none"> <li>○ school has identified all poorly ventilated areas: <ul style="list-style-type: none"> <li>▪ with no windows or mechanical ventilation such as small offices, deputy heads room, SENCOs office and these will not be used currently.</li> <li>▪ Rooms with ventilation that is recirculating only and do not have an outdoor air supply,</li> <li>▪ areas that feel stuffy or smell</li> </ul> </li> </ul> </li> <li>• <b>Recirculating air</b> <ul style="list-style-type: none"> <li>○ School will continue to operate mechanical systems supplying individual rooms where recirculation modes allow higher rates of supply of fresh air to be provided to an area</li> <li>○ Centralised ventilation system that circulates air</li> </ul> </li> </ul>	2X2=4	Doorguards to be fitted on identified fire doors to increase ventilation



		<p>to different rooms, will be turned off recirculation and fresh air introduced instead.</p> <ul style="list-style-type: none"> <li>○ Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open.</li> <li>• <b>natural ventilation –</b> <ul style="list-style-type: none"> <li>○ by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space.</li> <li>○ School will try not to completely close windows and doors &amp; keep vents open when the area is occupied as this can result in very low levels of ventilation.</li> <li>○ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>○ If fire doors are required to be held open DoorGuards have been installed</li> </ul> </li> <li>• Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</li> <li>• Both schools will balance the need for increased ventilation while maintaining a comfortable temperature, by : <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts.</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing. For more information</li> </ul> </li> </ul>		
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		<p>see <a href="#">School uniform</a></p> <ul style="list-style-type: none"> <li>○ rearranging furniture where possible to avoid direct drafts</li> <li>○ Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> <ul style="list-style-type: none"> <li>• See for detailed information <a href="#">Chartered Institution of Building Services Engineers (CIBSE)</a></li> </ul>		
<b>Face coverings – failure of visitors, staff to wear a face covering according to guidance</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• <b>No change to the existing position.</b> It is not mandatory for staff and visitors to wear face coverings. However it is the Executive Headteacher's expectation that all staff in communal areas and corridors should wear a face covering to reduce the risk to all staff.</li> <li>• In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors and this is the Executive Headteachers expectation.</li> </ul>	<b>3X2=6</b>	

<p><b>Increased risk of COVID 19 new strain transmission during the current period when <a href="#">social distancing</a> cannot be followed to the letter</b></p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to <i>consider whether that activity needs to continue for school to operate.</i></li> <li>• If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff.</li> <li>• Staff reminded to increase the frequency of hand washing and surface cleaning</li> <li>• To keep the activity time as short as possible</li> <li>• using screens or barriers to separate people from each other</li> <li>• using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>• reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li> </ul>	<p><b>3X2=6</b></p>	
<p><b>Cleaning - risk of transmission of Coronavirus (COVID 19)</b></p>	<p>Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas &amp; dining areas.</li> <li>• All areas &amp; surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• Both Schools 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>• 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> </ul>	<p><b>3X2=6</b></p>	

		<p>or when either school is closed to pupils/staff</p> <ul style="list-style-type: none"> <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>• Sanitiser stations located across site</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. E.g. 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>		
<b><a href="#">Clinically extremely vulnerable</a> Children at increased risk of contracting COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school.</li> <li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</li> <li>• Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</li> </ul>	<b>3X2=6</b>	
<b>Clinically extremely vulnerable Staff at increased risk of</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> <li>• Those who are clinically extremely vulnerable should follow <a href="#">resumed shielding guidance</a> and should not attend work</li> </ul>	<b>3X2=6</b>	

<b>contracting Covid 19</b>  Employees who have been identified as <a href="#">clinically extremely vulnerable</a> .	(COVID 19)	<ul style="list-style-type: none"> <li>• Employees will provide the letter from the NHS or from their GP advising them to shield.</li> <li>• Both Schools will review existing or carry out a risk assessment for these staff.</li> <li>• Both Schools will complete risk assessments for staff who are working from home shielding.</li> <li>• Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</li> </ul>		
<b><a href="#">Clinically vulnerable</a> staff and children at increased risk of contracting COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school where it is not possible to work from home.</li> <li>• Somerville Federation will carry out a risk assessment on each member of staff identified as clinically vulnerable.</li> <li>• Staff should <b>stringently</b> follow all measures in place in school for their safety See <b>RA 029 National Lockdown</b> latest version</li> <li>• Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents.</li> <li>• Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul>	<b>3X2=6</b>	
<b><a href="#">Pregnant employees</a> at increased risk of contracting COVID 19</b>  Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant</a>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• The Federation will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See <b>RA 009 New &amp; expectant mother v5 Jan 2021</b> risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</li> <li>• The risk assessment will support the employee to continue working</li> <li>• Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary</li> </ul>	<b>3X2=6</b>	

<a href="#">employees.</a>  <b>NB this would apply for pregnant students</b>		<p>approach.</p> <ul style="list-style-type: none"> <li>• The Federation will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• Pregnant women are not advised to be vaccinated against COVID-19.</li> </ul>		
<b>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff &amp; pupils</b> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at <a href="https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020">https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020</a>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Risk assessment have been carried out for staff in this category including BAME staff and pupils in your establishment.</li> <li>• Where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See <b>RA 029 Full opening of school</b> latest edition</li> <li>• The Federation 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 risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</li> <li>• O.H. advice will be sought where appropriate.</li> <li>• EAP &amp; counselling will be offered where appropriate</li> </ul>	3X2=6	
<b>Staff mental health - Anxiety and stress</b> Employee's with potential stress / anxiety caused by COVID-19 lockdown	Staff – anxiety and stress	<ul style="list-style-type: none"> <li>• EAP available for staff as required.</li> <li>• Review individual staff /pupil risk assessments and monitor.</li> <li>• Regular one-to ones with staff</li> <li>• Reasonable adjustments if required.</li> <li>• <b>The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. Employee Assistance</b></li> </ul>	3X2=6	

		<b>Programme 24 hours a day confidential helpline and counselling. 0800 030 5182</b>		
<b>Pupil mental health &amp; wellbeing-</b> pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	<ul style="list-style-type: none"> <li>See <a href="#">Wellbeing for Education Return</a> programme.</li> <li><b>Children will be supported remotely if they are having anxiety issues and both schools will consider each case individually for the most effective and appropriate support whilst the rate remains high to ensure all families remain safe.</b> Support may be needed to signpost parents and carers of children at the Nursery School.</li> </ul>	<b>3X2=6</b>	
<b>First aid – increased risk of transmission of COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Staff will treat any casualty immediately.</li> <li>Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands</li> <li>Adequate numbers of first aiders on site in all categories:</li> <li>First aid certificates which expired during lockdown have now been renewed.</li> <li>First aid boxes located across site</li> <li>All staff 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>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>a fluid-repellent surgical mask</li> <li>disposable gloves</li> <li>apron or other suitable covering</li> </ul> </li> <li>First aider will try to assist from 2m and minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible</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> </ul>	<b>3X2=6</b>	

		<p><b>After delivering any first aid</b></p> <ul style="list-style-type: none"> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> </ul> <p><b>First aid provision with suspected symptoms of coronavirus:</b></p> <ul style="list-style-type: none"> <li>• 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> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation</li> <li>• If available, use: <ul style="list-style-type: none"> <li>○ a fluid-repellent surgical mask</li> <li>○ disposable gloves</li> <li>○ eye protection</li> <li>○ apron or other suitable covering</li> </ul> </li> </ul> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>don't</b> do rescue breaths (for CPR in paediatric settings see specific <a href="#">guidance from the Resuscitation Council UK</a>)</p>		
<b>Transport</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Children, young people and staff can continue to use public transport where necessary.</li> <li>• School will encourage everyone to walk, cycle or scoot wherever possible and safe.</li> <li>• Where children, young people and staff need to use public transport, they should follow the <a href="#">safer travel guidance</a>.</li> <li>• Children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.</li> <li>• This does not apply to people who are exempt from wearing a face covering on public transport</li> </ul>	<b>3X2=6</b>	
<b>Visitors to school-</b> working across multiple 'bubbles'	Staff, pupils, visitors, members of the public by	<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</li> </ul>	<b>3X2=6</b>	




and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.	increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles'	<p>the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a>)</p> <ul style="list-style-type: none"> <li>• Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>• Visitors told 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>• School will continue to engage supply &amp; temporary staff during National Lockdown</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school's measures for minimising risk</li> <li>• School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed.</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> </ul>		
<b>Staff visiting families in their own homes</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Both Schools may need to send a member of staff to make face to face visits. Decided on a case by case basis. Any visits must be reported to MF before taking place.</li> <li>• A separate risk assessment must be undertaken each time.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <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> </ul> </li> <li>• taking PPE &amp; sanitiser as a precautionary measure</li> </ul>		
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<b>Safeguarding – risk of breach</b>	Staff, pupils , parents, volunteers- experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> <li>Somerville Federation has a Safeguarding policy and staff are trained.</li> <li>The Federation follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>	<b>3X2=6</b>	
<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 via Federation website</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. All poor behaviour to be reported to MF immediately.</li> </ul>	<b>3X2=6</b>	
<b>Recruitment – risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> <li>Both schools will continue to recruit after a short postponement of current vacancies to assist with the changes having to be put in place at both schools. Recruitment will resume and be as usual bearing in mind the need to limit visitors to the site</li> <li>Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.</li> <li>Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the <a href="#">‘system of controls’</a> that are in place.</li> <li>The Federation will send out or communicate details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed</li> <li>The Federation will write a risk assessment for any recruitment activities, apprenticeships, caretaker and cleaner vacancies current Jan 2021.</li> </ul>	<b>3X2=6</b>	

<b>Educational visits</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> <li>The Federation has cancelled all educational visits at this time</li> </ul>	<b>0X0=0</b>	
<b>Out of school provision /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)	<ul style="list-style-type: none"> <li>The Primary School will continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people).</li> <li>The Primary School will work closely with OTIS and any other external wraparound providers to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.</li> <li>If this is impractical to group children in the same bubbles as they are in during the school day - school and external provider may need to group children with others from outside their school day bubble</li> <li>Providers will work with school, pupils will be kept as far as possible, in small, consistent groups</li> <li>If ratios are met one member of staff can supervise up to two small groups,</li> <li>The Primary School has assessed the impact of all third parties onsite- clubs, sports activities</li> <li>The Primary School has requested new risk assessments from all parties detailing how they will ensure their actions for social distancing, hygiene and how they will carry out activities in Tier 2</li> <li>The Primary School has consulted the guidance produced for providers who run, <a href="#">after-school clubs, tuition and other out-of-school provision for children</a>,</li> </ul>	<b>3X2=6</b>	
<b>Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below.</li> <li>Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see</li> </ul>	<b>3X2=6</b>	

		<p>attached guidance below</p> <ul style="list-style-type: none"> <li>• Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance.</li> <li>• The Primary School has carried out a risk assessment for music activities in school.</li> <li>• Playing instruments and singing in groups will take place outdoors wherever possible.</li> <li>• If indoors, numbers will be limited in relation to the space.</li> <li>• If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission.</li> <li>• If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance.</li> <li>• Both Schools will ensure good ventilation</li> <li>• Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. Not face-to-face</li> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences)</li> <li>• Instrument sharing avoided,</li> <li>• Increased handwashing before and after handling equipment, especially if being used by more than one person.</li> <li>• Instruments cleaned by the pupils playing them, where possible.</li> <li>• Peripatetic teachers can attend school &amp; are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils</li> <li>• Peripatetic teachers provide a risk assessment to school</li> </ul>		
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		<ul style="list-style-type: none"> <li>See Bulletin: Music &amp; Performing Arts v2 Dec 2020 in line <b>with Local restriction tiers: what you need to know</b> for specific guidance.</li> </ul>  <p><b>Bulletin Music and performing arts v2 2n</b></p>		
<b><u>Performing Arts &amp; performances</u></b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Grassroots music venues and entertainment venues must close.</li> <li>amateur choirs and orchestra, have ceased</li> <li>Indoor and outdoor performances with an audience will not take place</li> <li>Both Schools may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission.</li> </ul>	<b>3X2=6</b>	
<b>Physical activity in school - risk of transmission of Coronavirus (COVID 19).</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Somerville Primary School will provide physical education, sport &amp; physical activity for pupils by following all the measures to reduce the risk of transmission <b>in RA 029 Full opening of school</b></li> <li>Pupils are kept in consistent groups,</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls</li> <li>Outdoor sports should be prioritised where possible, and the school hall used where it is not, ensure full ventilation if using the hall and try to reduce number of bubbles using the hall consecutively, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)</li> <li>Social distancing between pupils is maximised</li> <li>Staff &amp; pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> </ul>	<b>3X2=6</b>	

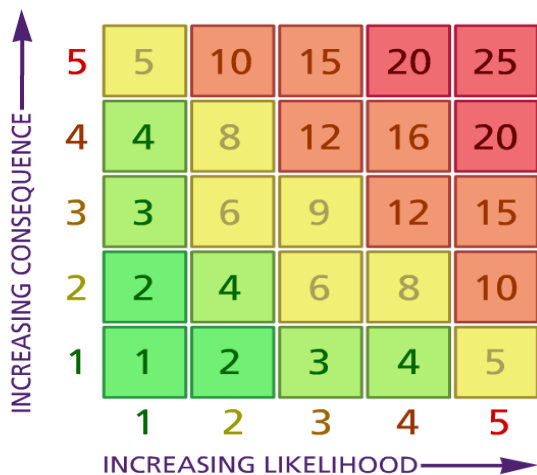
		<ul style="list-style-type: none"> <li>Team sports will be limited .School will only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at <a href="#">grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</a></li> <li>Competition between different schools has been cancelled.</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> <li>Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents using changing rooms safely</a></li> </ul> </li> </ul>		
<b>Contractors on site -risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Both Schools’ 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>Request risk assessments from contractors which include their social distancing protocols.</li> <li>Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff <b>on site who may be working throughout the school and across different groups</b></li> </ul>	<b>3X2=6</b>	
<b>Remote Learning – risk to staff and pupils by abuse of systems</b>	Staff, pupils, parents – experience harm or abuse, e.g. emotional harm	<ul style="list-style-type: none"> <li>The Primary 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> </ul>	<b>3X2=6</b>	

<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>Only staff trained to use ladders are allowed to use them.</li> <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>	<b>3X2=6</b>	Safe use of ladders toolbox talk available on JFA website
<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>All staff should carry out the Display Screen Self-Assessment on return to school. Please inform MF or MZ if you need a DSE risk assessment form.</li> <li>Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>If some staff are still home-working check with them that there are no issues with their set-up at home. Complete RA 028 Home working RA COVID 19 with them</li> </ul>	<b>3X2=6</b>	Staff to alert MZ if they require a DSE risk assessment.
<b>Lone working- risk of accident, injury or emergency</b>	Staff working from home – injury and ill-health	<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>	<b>3X2=6</b>	
<b>Kitchens - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> <li>Kitchen staff have been put on a rota system to ensure the kitchen can remain open if someone contracts coronavirus.</li> </ul>	<b>3X2=6 may be lowered</b>	
<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 that 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> </ul>	<b>3X2=6</b>	



		<ul style="list-style-type: none"> <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>		
<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<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 logbook</li> <li>Monthly water checks must take place</li> </ul>	<b>3X2=6</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 reminded to carry out pre-use visual checks of their areas, playground, equipment.</li> <li>Caretaker carries out daily visual whole site checks.</li> </ul>	<b>3X2=6</b>	
<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>	<b>3X2=6</b>	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>	<b>3X2=6</b>	Manual Handling Toolbox talk available on JFA website
<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>	<b>3X2=6</b>	
<b>General servicing maintenance &amp; statutory inspection - failure of equipment leading to loss of heating</b>	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> <li>All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance with legislation. e.g. HSL water checks, fire alarms, gas, intruder alarm, IT,</li> </ul>	<b>3X2=6</b>	

<b>Medication – lack of training</b>	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<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 activities</li> </ul>	<b>3X2=6</b>	
<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>• Both schools emergency and critical incident plans to cover COVID 19 issues have been reviewed.</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 are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li> </ul>	<b>3X2=6</b>	



#### 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

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	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

- (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

Action required:	Responsible person	Completion date
DSE risk assessments to be supplied to any staff that require them now that more staff involved in remote learning for greater length of time.	MZ	01.02.2021

Action plan agreed with Mr M J Forber



Date 21<sup>st</sup> January 2021