

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings. Form No. August 2020

Group/Service Area: Bomere and the XI Towns Federation Work Activity Working in the Schools during Covid19 Pandemic-Addendum 1

Workplace/Team Bomere Heath CE Primary School and St John the Baptist CE Primary School, Ruyton XI Towns

Date of Assessment: 30th August 2020 Date for Re-assessment Weekly review

Name of Assessors: Julie Ball / Sallie Roberts and Keith Lister Signature: *J Ball*

Manager: Carol Fox (LA) Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	
3	Moderate (over 7-day injury)	Hospital admission required, eg, broken arm or leg
2	Minor injury / ill health	Medical treatment required, over 7-day injury
1	Insignificant / no injury	First aid is required

Government guidelines are constantly being updated in the light of new information – this risk assessment will be updated with key changes as needed. It will also be reviewed and amended should any issues come to light during implementation – these changes will be shared with staff as soon as is practicable to ensure safety (this may be via email in the first instance).

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
						Who	When
1 Catching or spreading Coronavirus – General considerations	Staff and pupils and visitors	<ul style="list-style-type: none"> Ensuring suitable levels of staff are maintained – as usual practise. Supply to be used as last resort and in line with government guidelines. Each class has an allocated Teaching assistant to support their lunchtimes <p>Responses to any infection;</p> <p>See our COVID19 symptoms flow chart or Guidance for full opening Section 1: 8 -10 (Response to infection) for steps that will be followed.</p> <p>See Shropshire local outbreak plan here</p> <ul style="list-style-type: none"> All staff and parents/carers must ensure active engagement is made with the NHS Test and Trace process Admin staff/SLT will advise on requirements and must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team 	Medium – the DFE expect the local Health and LA teams to support should a case be identified in school – we will follow their current advice if this should occur.	On site – staff to ensure regular rigorous hand washing for all pupils, Checks on temperature if in any doubt. Thermometers to be provided to each group. Staff to be tested for temperature on arrival at the office (distance	Low		

		<p>and how to book a test</p> <ul style="list-style-type: none"> ○ Details of contact details of all visitors, staff and pupils will be kept on Inventory system ○ DFE is to ensure all schools will be provided with a small number of home testing kits to give to symptomatic staff and pupils if they display symptoms at school (to be used when access to site testing is not available and as a last resort) ○ If someone tests positive, (even if they are asymptomatic) they should stay at home and follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>https://www.shropshire.gov.uk/local_outbreak_plan</p> <ul style="list-style-type: none"> • People who are ill are told to stay at home – pupils, staff and other adults MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days, or who have someone in their household who does. • If anyone in the school becomes unwell with a new, continuous cough or anosmia , they will be sent home and advised to follow <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Prevention Measures;</p> <p>In order to reduce the amount of people who come into contact with staff/pupils, we will maintain social distancing (wherever possible) in line with current</p>		<p>thermometers to be operated by admin staff)</p> <p>Pupils to be tested if their bubble leader is concerned in any way regarding their health.</p> <p>Inform SLT and risk assess any further additions to the bubble groups in terms of ability to handwash.</p> <p>Admin to ensure extra supplies of handwash/gel/disinfectant wipes are continually available – any shortage may lead to reduction of</p>			
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			<p>guidance by:</p> <ol style="list-style-type: none"> 1. Grouping children together into 'bubbles' – class groups 2. Avoiding contact between 'bubbles' – staggered start/finish/break and lunch times etc 3. Arranging classrooms with forward facing desks, where possible or with desks where the pupils are not directly facing each other 4. Staff maintaining distance from pupils and other staff as much as possible – ideally 2 metres, whilst recognising that this is not always possible (and not expected by the government within primary schools) <p>DFE update August 2020; 'Where recommended, use of face coverings in schools (...The government is not recommending universal use of face coverings in all schools... Primary school children will not need to wear a face covering...Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.)</p> <ul style="list-style-type: none"> • We have not, however, taken a no-mask stance. Should a child or an adult choose to wear a mask in school then they will be supported in this. However, if a child is messing with the face mask or not wearing it appropriately and this is deemed to be a 		pupils/staff on site.			
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greater risk to either themselves or others around them then staff members may ask them to remove the mask and place it into a zipped plastic bag where it will remain until the end of the school day when it will be handed back to parents/carers with a reason as to why it has been removed. We would ask parents to support us in this and only expect children to wear them if they have been used to this in other areas and can manage this throughout the whole school day.

Other Prevention measures;

- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – Younger children will need supervision with this and therefore classroom sinks should be used.
- Risk assess children who may not be able to perform this action separately as they are admitted – staff to notify SLT if any support is required with this. If any children have allergies to the soaps/sanitiser in school, parents are able to send in their own (this must be named; this will be held by staff in the bubble until required)
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – lided bins and double bagging. Lidded bins are provided for each bubble base (classroom and hall). Cleaning staff are to double their shifts and empty bins/extra clean at lunchtimes.

			<ul style="list-style-type: none"> • Cleaning staff will attend to do extra lunchtime clean including toilet areas– COSHH assessments already in place. Surface disinfectant wipes are provided for each Bubble area for extra cleaning frequently touched surfaces often using standard products. • We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere – group leaders to continue to keep sides clear • We have removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • We will limit or restrict use of high-touch items and equipment, for example, printers or whiteboards. Disinfectant wipes are provided for staff to wipe before and after use. • Staffroom tea towels – staff are to use their own towels, allocated to each bubble group of staff; these are not to be kept in the staffroom but to be brought in as needed. Staff to be responsible for cleaning these and replacing. • No cloth towels to be used in washrooms – paper towels or hand dryers to be used • Toilets are to be used by one bubble group at a time – no queues in the corridor outside toilets. Children waiting for the toilets need to wait in their own classrooms (staff to support with this) – Bomere KS2 corridor needs monitoring to ensure only one bubble group in corridor where possible. Children/adults are not to cross with other bubble groups unless in an emergency. Waiting point at the end of the corridor where distancing can be in place. 					
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			<p>Ruyton – no crossing of bubble groups in narrower areas ie KS2 cloakroom and outside hall</p> <p>Pregnant members of Staff – are on maternity leave now. Risk assessment will be undertaken prior to their return. Any further notifications of pregnancy will require a separate staff risk assessment</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable is available</p> <p>Guidance for those who are clinically-vulnerable, including pregnant women is available</p> <p>Fire safety arrangements remain the same – pupils will be socially distanced (where possible) depending on the nature of the incident occurring. Extra markings are on the playground to support distancing if safe to do so. Exits remain the same. Invacuation procedures – pupils to be kept in bubbles as far as practical but safety against immediate threat may override this; SLT to make judgements if needed.</p>					
2	Reduce mixing within education or childcare setting and maintaining social distancing by:	Children and adults on site	<ul style="list-style-type: none"> • Parents will be asked to notify school if they are using other childcare settings for their child. School will request that this does not happen to ensure limit of risk to the bubble groups. • Staggered start and finish times and restricted breakfast club drop off times are to be maintained (notified to parents at the end of Summer term 2020 and listed at end of this Risk assessment). Pre-school at Bomere are to ensure their drop off 	Medium	Monitor pupil and staff welfare regularly – SLT on site to be available to support with any queries. RA to be	Low		

			<p>and pick up arrangements are in line with school and do not overlap timings</p> <ul style="list-style-type: none"> • Staggered lunch and break times and separate play equipment have been arranged • Lunchtimes – one member of bubble group staff to stay with pupils, ensure whole group stay together whilst eating then take whole group onto playground (KS1 separate playgrounds). Tables to be wiped after use by the adult with the group. • Separate cutlery boxes for each bubble group to be in place. Children are not to move around the hall other than entering, collecting food and leaving. • Children should wash hands prior to and after eating as well as frequently throughout the day and before and after breaktimes and on arrival at school. • They should also wash hands when moving between rooms eg before and after going to the library/computer suite or PE lessons • Outdoor space for teaching and learning should be utilised as much as possible by all classes, maintaining distancing between bubble groups (both schools have good space allocations around the sites) • Any pupils attending TMBSS = one half day per week – this is a Friday to minimise cross contamination – contact will be made with TMBSS to ensure transport and required safety measures are in place • where practicable keeping a social distance of 2 metres – not feasible in primary schools (as per government documentation). Classrooms will be adjusted to ensure maximum allowable distance between desks for year 1 upwards. There often will be 2 children per desk. Reception and nursery 		updated as needed			
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			<p>classrooms to be socially distanced as practicable to ensure staff safety but also to ensure pupil emotional wellbeing although distancing is unlikely to be able to be effective.</p> <ul style="list-style-type: none"> ○ Bubble groups will have allocated adult(s) staying the same every day as far as possible. ○ Breakfast and After school club staff will ensure the bubble groups are separated when joining them. A limited drop off time will be allocated for breakfast club to ensure no cross over with other bubble groups arrivals ○ play equipment once used; staff to ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously – overnight disinfecting to be carried out by group leaders (milton fluid to be provided by school) ○ Staff who need to move between classes eg HLTA and SEN TA and French/PE teachers, must practise social distancing as much as possible, although this may not always be practical. French teacher to also wear mask/shield to ensure no cross contamination across schools (PE teacher is outside therefore lower risk, although if inside, will need to wear mask) ○ At Ruyton, music service class lessons to be delivered remotely initially. ○ Both schools – individual lessons as per music service guidance. Persussion etc and individual piano lessons can resume onsite as long as cleaning is adhered to in between pupils by the staff delivering sessions. 2m distancing should be in place. ● Office space - no hot desking –separate spaces designated. Only one member of staff in the office 					
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			<p>at Bomere at any one time unless taking other precautions eg wearing mask or considering seating arrangements to ensure not face to face: Phone to be wiped with disinfectant wipes in between swapping users. Ruyton – layout of office has been adjusted to avoid face to face working and maximise work space between staff. No staff other than SLT and Admin to be in either office. If both staff are in office, face masks or shields should be worn. Any shared equipment to be wiped with disinfectant wipe between users</p> <ul style="list-style-type: none"> • Parents to be asked to ring or email queries rather than using the office. Meetings will be held remotely as far as practical. Parents are not allowed in the school building or playground unless by prior arrangement • Money to be handed in is to be posted in the post boxes outside reception. New system is being implemented to move this online early in September. • School have carefully considered how we can make our provision work alongside the wider protective measures being introduced. Pupils will be kept in class bubbles where possible in; <ul style="list-style-type: none"> ○ Breakfast club ○ After school care club ○ Peripatetic music lessons ○ Any other extra-curricular activities • Individual packs of general equipment for each child – not shared. Any equipment for practical subjects which needs to be shared must be used after handwashing and wiped with disinfectant wipes where possible. Hand washing after use is 					
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		<p>also required</p> <ul style="list-style-type: none"> • Music – consider additional risk of infection in environments where others are singing, chanting, playing wind/brass instruments or shouting • Consider physical distancing / playing outside where possible • Cap group sizes at 15 maximum for music (use TA if available to split group) • Position pupils back to back • Avoid sharing instruments wherever possible. Equipment, including keyboards and drum sticks will be labelled with pupil's names and cleaned in between users • Music scores will not be shared and only be handled by the pupils using them • Music room window to be open during lessons to ensure good ventilation • Ensure good ventilation • Singing, wind and brass playing should not take place in larger groups eg. assemblies / choirs • The remote zoom lessons from Shropshire Music Service will continue • Physical activity in schools – • Keep pupils in consistent class 'bubbles' • Sports equipment thoroughly cleaned between use by different 'bubbles' • Avoid contact sports • Prioritise outdoor sports • Where indoor hall spaces are used, maximise distance between pupils and prioritise hygiene and cleaning and open hall windows for ventilation flow • Staff delivering PE lessons are asked to read and implement the following guidance; 					
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		<p><u>Guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</u> <u>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</u></p> <ul style="list-style-type: none"> • Worship to be shared via TEAMS weblinks to enable whole school worship together if possible. See above re singing – smaller groups/well ventilated/staff at back or side of room, to avoid droplets from pupils who will face the front – timings adjusted and agreed by teachers to ensure all pupils are on site and able to take part daily • Staff welfare – Within school; within their bubble; they will have access to their own masks, aprons, wipes, handwash and gel within their bubble areas. Mixing of groups will not occur – they have separate rooms and allocated space outdoors. • Staggered start and finish times will allow for staff to take lunchtimes. Staff will be available to release for comfort breaks by distanced monitoring. Staff will stay with their bubble group. Care re staff mixing – 2m must be maintained between staff from different bubbles – no chatting in narrow corridors etc. • Staff room to have measures put in place for social distancing – access to facilities, comfy fabric covered seats, safe space to relax and take time out. Staff have agreed only one member of staff in staffroom. In line with government recommendations – soft furnishings will not be in use where possible to avoid cross-contamination. This will be re-reviewed once the risk is reduced. 					
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		<p>Reducing the use of shared resources;</p> <ul style="list-style-type: none"> • Resources to be taken home will be limited to reading books and some homework activities although most homework will be provided online via the class pages on the school website • Stationery will be provided by school – children are requested to leave all their own pencil cases at home. Each pupil will have their own pack of equipment in school • Reading books and water bottles can be brought in to school – children will keep these on their own tables • PE kit to be worn to school on day of PE- pupils will not change in school • Homework will be submitted online where possible with photographs of practical work being shared via email if possible. Where work needs to come into school from home, teachers will ensure that the items are kept isolated from others touch for 72 hours. • Shared surfaces will be cleaned and disinfected between sharing and general clean of tables in classrooms will also be undertaken at lunchtimes whilst children are at lunch (wet play arrangements will include children being distanced from cleaning staff) • Staff will be utilising a system of ‘live’ marking which will only involve marks or comments in books on occasions where they feel it pertinent. The focus will be on verbal feedback at the time for pupils to progress. No school marking will be taken off site by staff. 					
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			<p>Classroom based resources, such as books and games, can be used and shared within the 'bubble': these will be cleaned regularly along with all frequently touched surfaces. Resources that are shared between classes or 'bubbles', such as sports, art and science equipment, will be cleaned frequently or rotated to allow them to be left unused or out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'</p> <p>N.B. Staff should seek further advice from CLEAPSS for practical lessons.</p>					
3	<p>Further risk from adults being on site who are not in bubble groups – further cross contamination risk.</p> <p>Managing Customers, Contractors and visitors (including supply teachers, peripatetic teachers and / or other temporary staff who may move between schools)</p>	Children and adults on site	<p>Meetings</p> <ol style="list-style-type: none"> 1. Staff meetings will be held remotely where possible (using MICROSOFT TEAMS). Where not possible, socially distanced classroom meetings will be held and chairs/tables wiped with disinfectant at end. 2. School council meetings will not take place in the Autumn term in the first instance– staff to consider split into class groups for some aspects 3. Governors Link governor visits can be undertaken as long as masks are worn by visitors and distancing guidance is taken ie working alongside rather than face to face and distance where possible. Governors meetings should be online (via teams) where possible, until further notice. <p>Contractors</p> <ul style="list-style-type: none"> • Only necessary visits to assist the running of the school during COVID risk and lock down should be allowed in school. Policy is that any visitors will be asked to bring and wear their own masks whilst on site. There is a small stock of spare masks if anyone arrives without 	Medium	<p>All visitors to use gel on arrival. Admin have the right to refuse entry if they are not happy with risk of contamination. LA to be informed if any contractor has been refused entry and reason if this is the case.</p> <p>All visitors to provide contact</p>	Low		

			<p>one.</p> <ul style="list-style-type: none"> • No visitors or contractors to be in the vicinity drop and pick up during drop off and pick up times • All visitors to wear visitor badges – all badges will be wiped with disinfectant wiped in between use and preferably quarantined for subsequent use for up to 72 hours • Temperature to be taken for any contractors working on site – admin staff to utilise forehead thermometers. • Risk assessment to be shared with any visitors on arrival ensuring that they are aware of social distancing and cleanliness expectations • One way system is in place on both school sites – ALL visitors are expected to follow the signs to minimise contact with other people. • Any goods/merchandise entering the school site will be thoroughly cleaned. • Contractors are requested to avoid arrival and departure between 8 and 9.30am or between 2.45 and 4pm; you may be asked to wait outside school if you arrive between these times • Signing in via electronic system – all users to sanitise hands prior to and after, screen use. • Signs are around school to remind visitors re social distancing and hygiene as well as warning not to enter if showing any symptoms of COVID-19 • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual; disinfectant wipes to be available for them to wipe down 		<p>phone number or email if not already know to admin staff</p>			
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			<p>any areas and equipment used: soft furnishing are covered with wipeable surfaced materials if they are available to use</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should ensure they minimise contact and maintain as much distance as possible from other staff. 					
4	Cross contamination – increasing risk. Workplace and furniture contamination	Children and adults	<p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • We use signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency • We ensure that all adults and children: <ul style="list-style-type: none"> ○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. ○ Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ Are encouraged not to touch their mouth, eyes and nose ○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Sinks are available in each classroom as well as those available in toilet areas. Hand sanitiser is available in each classroom as well as via sanitising stations outside both KS1 and KS2 areas and in the entrance lobby and other learning environments 	Medium	If a child has any illness – they should not be in school. This is due to the wide range of COVID symptoms as well as the main Dfe identified ones.	Low		

			<ul style="list-style-type: none"> • Toilets are cleaned at lunchtime as well as after school to ensure they are kept clean and social distancing is achieved as much as possible. • Enhance cleaning for busy areas is undertaken by cleaning staff at lunchtime and as required at other times eg computer suite after every use.. • We provide hand drying facilities: either paper towels or hand dryers • Staff follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which has been shared with cleaning staff • Surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal – at least twice daily and more frequently for high touch areas where staff/pupils identify a need eg comuter suite • Staff will ensure help is available for children and young people who have trouble cleaning their hands independently • Young children will be encouraged to learn and practice these habits through games, songs and repetition • We ensure that lidded / pedal bins for tissues are emptied throughout the day with regular cleaning of lids • All spaces will be well ventilated using natural ventilation where possible. Air conditioning units (adjusted to use fresh air only) and fans will only be used when absolutely necessary (Nursery) 					
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			<ul style="list-style-type: none"> • School SLT have agreed that the risk elements mean we will prop classroom doors open, wherever possible to limit touch points and any other doors as safeguarding and fire protection allows • Extra supplies of soap and anti-bacterial gel/cleaning products have been increased. • Current advice is that uniforms and staff clothing 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 – this has been shared with parents/staff <p>Soft furnishings have been removed where practical and stored out of general use</p> <p>General furniture in classrooms has been stored elsewhere where practical</p> <p>High touch items eg printers and whiteboards – wipes are provided for staff to use prior to touching any equipment</p> <ul style="list-style-type: none"> • Any visitors using chairs whilst waiting; chairs are covered in wipeable surfaces and disinfectant wipes provided for wiping chairs prior to use (next to chairs) <p>Bomere Heath lunch hall will be partitioned as appropriate between bubble groups</p> <p>Each bubble group will have its own lunch slot, tables allocated and have to leave the lunch hall together in</p>					
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			order to reduce cross contamination. Tables will be cleaned in between groups by the supervising staff.					
6	Allergy/breathing impairment etc. Use of Personal protective equipment (PPE) in School settings against COVID -19	Adults and children	<p>Children are not generally to use face masks in primary school unless showing symptoms of COVID 19 in which case government advice to be followed, isolation put in place and careful monitoring of face mask use by the first aider is to be in place.</p> <ul style="list-style-type: none"> Wearing a face covering or face mask in primary schools is not recommended. Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission or cause other issues with breathing. If used; guidance for removing face coverings; <p>Instruct pupils / staff not to touch the front of their face covering during use or removal</p> <p>Wash hands immediately on arrival (as is always the case)</p> <p>Dispose of temporary face coverings in a covered (lidded) bin or place reusable coverings in a plastic bag, they can take home</p>	Low	<p>Staff to notify SLT if they may have any issues with PPE as provided by School.</p> <p>Bubble leaders to ensure they are aware of any allergies for pupils in their bubble (admin to supply list)</p>	Low		

			<p>with them</p> <p>Wash hands again</p> <ul style="list-style-type: none"> • Staff who choose to wear masks/face shields must ensure that they can still meet the needs of the learners in their class ie those children who need to lip read or who are hard or hearing. This could be through the use of a clear mouth area or extra support for the pupil in class • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: • Where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used 					
7	Cross contamination First Aid Accident/ incidents	Adults and children	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum;</p> <p>All staff were asked to complete a St John Ambulance training whilst on lockdown to add to those who are already first aid trained in the school – Admin to check that this has been completed by all who do not have current certificates.</p> <p>All staff are aware through training on Monday 1st June re new protocols with regard to Covid19</p> <ul style="list-style-type: none"> • Staff are to have small quantities of general 	Medium	All staff to be aware of the protocols and changes to CPR – if any staff are not happy to carry this out then they should make this known to SLT and other staff so	Low		

			<p>provision in their bubble.</p> <ul style="list-style-type: none"> • Main first aid boxes to contain items for serious / significant injuries – all staff are aware of the location of this. • PPE is provided for use of staff in all emergencies including first aid and fire – bubble groups have allocated sets of PPE. If these stocks are running low, the group leader must ensure that admin are notified asap to re-order. • Cleaning equipment is provided by Shires Services for use following any type of emergency – these are in place are usual with extra cleans in place for lunchtimes. Wipes are provided for each bubble. Shire services will be asked to ensure normal household bleach (or equivalent) is available/COSH assessed and stored safely in case it is needed to clean after a positive COVID case in school. • All occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council the F/A needs assessment will identify any additional equipment and training needs – two green packs are issued per school for any likely CPR resuscitation and will be stored in first aid boxes (Ruyton – shared area, Bomere – KS2 cloakroom) • Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and 		<p>that they are not called upon in an emergency and so that contingency arrangements can be put in place.</p>			
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			<p>advance lifesaving care</p> <ul style="list-style-type: none"> • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival- two green packs are issued per school for any likely CPR resuscitation and will be stored in first aid boxes (Ruyton – shared area, Bomere – KS2 cloakroom) • Accidents/Incidents; normal reporting to various parties e.g. Reporting to Governors / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) • Staff must consider looking at high risk activities and visits to minimise the potential for accidents and the need for staff to assist children\students • 					
9	Emotional distress of the staff - including anxiety Decreased mental health and well-being	Adults	<ul style="list-style-type: none"> • Opportunity for staff to meet with SR on a Monday after school re mental health and wellbeing chat if needed. (At Bomere). LV available at Ruyton if needed. • At least one SLT member of staff on site every day for staff to share concerns with (Admin are included in this) 	Medium	Monitor government guidance changes and involve staff as much as possible in	Low		

			<ul style="list-style-type: none"> • Open door policy • Appointed mental health first aiders to support staff (GM, SF, LV) are our nominated mental health first aiders. Staff notice board is also in use for MHFA. • Staff have been and will continue to be included with the decision making, risk assessments – meetings held before Summer end of term to allow input from staff in RA. Written risk assessment to be shared prior to PD day in September for staff to discuss/share and comments and concerns and consult with SLT during meeting on PD Day 1st September 2020 (government update on 29th August now included) • Staff work and rest rooms have been reviewed to ensure social distancing can be adhered to – see above • Staff have an allocated space ie staff room where they can go for break times. Staffroom is in use but only one member of staff to be in at any one time • Staff break and lunchtimes are rotated into the school day. • Details of counselling available to staff e.g. NOSS are on staff notice board • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. • Other contacts/sources of information such as MIND are on staff notice board • School will continue to consider referral to Occupational Health for clarity on circumstances someone in school should be 		<p>this. Discourage continual assessment of TV coverage within school environment.</p>			
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			<p>working under depending on health, where required</p> <ul style="list-style-type: none"> • Staff have access to a designated member of staff (JB/SR/SHe) to address concerns with. Where possible work place adaptations should be considered to support staff member • Mental health, including anxiety is a recognised medical health need and is be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced. HR advice is sought where necessary to support both staff and SLT. 					
10	Emotional distress of the pupils – affecting short and long term mental health and well-being	Children	<ul style="list-style-type: none"> • Pupils to be supported by staff – PSHE resources and clear guidance re a focus on well-being on the transition back in to school • Staff have discussed how to support pupils in need of comfort. Hugs can be virtual and hands off approach is recommended. However, bubble leader staff have a judgement to make as to whether contact is lower risk than the emotional harm of non-contact, in individual cases. SLT will support staff in their decisions; reflection and evaluation will support others in judgements as the situation unfolds. • SEN pupils – staff will need to review assessments to be able to further assist pupils who may not understand the changes. • Staff training has been undertaken to support pupil mental wellbeing – this will be further enhanced with further training during Autumn term • ‘The Wellbeing for Education Return programme, will provide training and resources 	Medium	<p>Changes to everything within school are going to make this remain at medium level for the short term</p> <p>Parents have been sent letters sharing the changes to try and prepare pupils – Summer wider opening went well with little</p>	Low		

			for teachers and staff in all state -funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID -19).		negative emotional impact seen in pupils – needs close monitoring in Autumn			
11	Cross contamination via transport arrangements	Staff, pupils parents, guardians, visitors, including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> The Federation encourages all parents/carers, staff and children and young people to walk or cycle to their education setting where possible Parents/ Carers are to be made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel via a parentmail message at the start of term – through sharing this risk assessment <p>Admin staff to minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</p> <p>Admin staff are to order larger quantities of inbound materials less often to reduce deliveries</p> <ul style="list-style-type: none"> Admin staff to support drivers to ensure that where possible and safe, they only use one employee to load or unload vehicles In school, admin staff will be responsible for sorting away deliveries, where possible (except for kitchen deliveries which will go straight to the kitchen entrance and be sorted away by the kitchen staff); using the same pairs of people for loads where more than one is needed Regular cleaning of reusable delivery boxes 	Medium	<p>Staff to ensure that the delivery drivers are wearing masks and that they do not breach 2m distancing.</p> <p>Staff must ensure thorough hand washing and sanitising before and after any deliveries and contact with parcels/letter s.</p>	Low		

			<ul style="list-style-type: none"> • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example trolleys • nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical 					
12	Site circulation – vehicles and people. Risk of injury or death through contact with vehicle or contamination with COVID	Adults and children	<p>One way system for drop off/collection or access to the sites.</p> <p>Clearly marked access and do not enter signs (Both sites)</p> <p>One way system shared with parents/carers and be labelled</p> <p>Cars not allowed on car park at Bomere – all staff to be aware. Admin staff to notify any delivery drivers who make contact beforehand.</p> <p>Ruyton – staff to use right hand side of parents section (leaving hedge side for parents). Bottom section (staff car park) will be coned off for one way system.</p>	Low		Low		
13	When schools reopen other areas will need consideration. e.g. building related hazards - e.g. fire safety	Staff, pupils, parents, guardians, visitors, including clinically	<p>Please see appendix A a separate risk assessment for premise building related issues for inspections, maintenance checks etc. has been undertaken – caretaker to monitor and implement.</p> <p>Fire risk assessment has been reviewed in light of the control measures implemented due to social</p>	Low		Low		

	management, building evacuation, equipment checks Legionella, etc.	vulnerable and clinically extremely vulnerable	distancing on meet points – distancing to be marked on playgrounds but only used if safe to do so (SLT to monitor if incident occurs – may be safer for children to be closer than 2m if fire is the greater danger)																																					
14	Further information for Parents		<p>Staggered start/finish times for classes;</p> <p>Bomere</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Drop off time</th> <th>Pick up time</th> </tr> </thead> <tbody> <tr> <td>Pimhill</td> <td>8.55am</td> <td>3.05pm</td> </tr> <tr> <td>Haughmond</td> <td>9.10am</td> <td>3.20pm</td> </tr> <tr> <td>Grinshill</td> <td>9.00am</td> <td>3.10pm</td> </tr> <tr> <td>Stiperstones</td> <td>8.45am</td> <td>2.55pm</td> </tr> <tr> <td>Wrekin</td> <td>8.30am</td> <td>2.40pm</td> </tr> </tbody> </table> <p>Ruyton</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Drop off time</th> <th>Pick up time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>9.15am</td> <td>3.15pm</td> </tr> <tr> <td>Hedgehogs</td> <td>9.00am</td> <td>3.15pm</td> </tr> <tr> <td>Dragonflies</td> <td>8.45am</td> <td>3.00pm</td> </tr> <tr> <td>Owls</td> <td>8.30am</td> <td>2.45pm</td> </tr> </tbody> </table> <p>Reminder to parents;</p> <ul style="list-style-type: none"> • Only one parent/carer is permitted on site to drop off and collect their child / children. • Parent and their child / children to remain 2m away from other families (markings on ground to support this). • Where possible, siblings not attending school/nursery should not come on site with parents. • Pupils must not be allowed to run around the site. • If they have to come on site, they must stand next to their parent. 	Class	Drop off time	Pick up time	Pimhill	8.55am	3.05pm	Haughmond	9.10am	3.20pm	Grinshill	9.00am	3.10pm	Stiperstones	8.45am	2.55pm	Wrekin	8.30am	2.40pm	Class	Drop off time	Pick up time	Nursery	9.15am	3.15pm	Hedgehogs	9.00am	3.15pm	Dragonflies	8.45am	3.00pm	Owls	8.30am	2.45pm				
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			<ul style="list-style-type: none"> • Parents are not permitted to enter the building or playground and must leave and collect their child / children at their allocated door / gate. • Parents follow the markings spray painted on the procedures to follow through the car park and paths to observe social distancing measures. • Breakfast club and after school club drop and pick up will be via main entrance with the same procedures for handover as shared with parents on school website video. <p>Breakfast/After School Club;</p> <ul style="list-style-type: none"> • Located in hall with drop off/pick up via front entrance • Hand sanitiser to be used to clean hands on arrival. • Children will go straight to their bubble's table/s and will wait to be called up for food. • To avoid congestion and adhere to social distancing , food may need to be served to children at their table s. • Children will sit in their bubbles facing in the same direction and on one side of the table only where possible. • Children will use the toilets allocated to their class where possible. • Games/activities will need to be table based or outdoors (preferred). • After school pupils will be brought to the hall at the end of the school day, by class staff to handover once other children have left.. • Children will stay at their tables until told to line up in their bubbles to go to class. • Staff to spray chairs and tables. • Chairs to be stacked and tables to moved to edge 					
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			<p>of room.</p> <p>Breaktimes and Lunchtimes; See above</p> <p>Worship; To take place via teams meetings to involve all pupils for the whole school elements as mass gatherings are not permitted. Sue H will continue to support with Thursday worship at Ruyton (remotely initially)</p>					
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If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
All staff members were invited to meetings to discuss in principle week beginning 18 th May 2020			
Governors – meetings during week beginning 11 th and 18 th May 2020			
Parents informed via letter week beginning 18 th May 2020			
Individuals will sign off once this has been LA approved			

Updated RA Staff consulted July 2020			
RA circulated 30 th August – staff and governors Staff consultation and questions PD Day 1 st Sept			

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> • Perimeter fencing, hedges, gates etc. • Trees • Waste storage areas and waste bins 	<ul style="list-style-type: none"> • Boundary integrity • Risk assessments up-to-date; no damage • Secure – waste collection still occurring 	Yes	Nick to re-check
Building: <ul style="list-style-type: none"> • Roof (inc. chimneys) • Facias, gutters, downpipes • Walls • Windows • Exterior doors • Door canopies • Paths • Roads, car park, gates / barriers 	<ul style="list-style-type: none"> • Defects or damage • Doors opening properly with no restrictions • No defects or damage; in working order • Slip or trip hazards (uneven, holes etc.) • 	Yes – roof damage at Bomere repairs completed over Summer holiday	Nick to monitor
Interior: <ul style="list-style-type: none"> • Ceilings • Walls 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users 	Yes	Nick to monitor

<ul style="list-style-type: none"> • • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • Fire Doors checked for fit and opening • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas 	<p>Yes – not turned off as both schools operational throughout Coronavirus lockdown</p> <p>Legionella controls – flushing out to be completed by shire services as confirmed via email</p>	<p>General monitoring and awareness by all</p> <p>School cleaners flushed through as part of deep clean at end of August 2020</p>

<ul style="list-style-type: none"> Toilets / showers 	<p>for inspects / vermin; dispose of food past sell-by date; enhanced cleaning</p> <ul style="list-style-type: none"> Enhanced cleaning; legionella controls Cleaning regime Follow PWTAG guidance 		
<p>Systems:</p> <ul style="list-style-type: none"> Fire detection and alarm (see below) Emergency lighting (see below) Security Communications - telephony IT – WiFi Pressure systems 	<ul style="list-style-type: none"> All detectors, call points and detectors operational; weekly testing performed Battery test to check e-lighting operational Alarm system working Phone lines operational WiFi working Statutory examination, maintenance and servicing undertaken according to schedules 	Yes	Nick to check
<p>Equipment:</p> <ul style="list-style-type: none"> IT – computers, monitors etc. OHP / Whiteboards Fire extinguishers Access equipment / ladders Kitchen equipment – kettles, microwaves etc. Lifts (see below) / lifting 	<ul style="list-style-type: none"> All IT equipment operational and without faults Equipment in good working order Serviced annually Visual inspections for damage / defects Visual inspections; PAT tests if required Statutory examination, 	Yes	Teachers to check Tues of return week (school pupils to return on Wednesday)

equipment	maintenance and testing completed according to schedule		
Maintenance, testing and servicing: <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE. 	Yes Shires to complete flushing and disinfecting	