


Hardwick Primary School – COVID-19 Staged Opening Risk Assessment

Activity being assessed:	SLT/Ex Headteacher/DDAT	Location(s) affected:	Whole School	
Person(s) completing assessment:	R Sandhu /G Freeman/A Awaan/L Smith	Date original assessment completed	18 th May 2020	
Date of review:	21 st May 2020	Review completed by:	DDAT/ Governors	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>Staff, pupils, visitors and contractors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained. Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not</i>	<i>Re-send clear guidance to all staff and parents/carers of pupils prior to return. All staff to complete Smartlog training re. COVID 19 for educational settings. Staff to be aware: Symptomatic pupils on site to be supervised in the isolation room (3KH)</i>	<i>Head of School by 22nd May All staff by 22nd May SLT, SENCo, Teaching staff from June 1st</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>allowed into the school premises until they have self-isolated for the government period of 14 days. Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home. If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</i></p> <p><u>Government self-isolation guidance</u></p> <p><i>The COVID test is available for any person aged 5 years and upwards.</i></p>	<p><i>by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping 2 metres apart. If toilet needed, use toilet within classroom only.</i></p> <p><i>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use Sunshine Room if cannot leave immediately)</i></p> <p><i>Refer staff to DfE portal to access a test.</i></p> <p><i>Maintain contact with staff members not in school. On return, ensure RTW carried out with SLT/SENCO.</i></p>	<p><i>SLT from 18th May</i></p> <p><i>Head of School/staff member From 18th May</i></p> <p><i>SLT/SENCo from 18th May</i></p>	<p><i>/</i></p> <p><i>/</i></p> <p><i>/</i></p>
<i>Congestion or inability to</i>	<i>Pupils, staff, visitors, and the</i>	<i>Start and finish times staggered to reduce congestion.</i>	<i>Staff and parents aware of procedure and their</i>	<i>SLT and identified</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
adequately socially distance when accessing or leaving school grounds	general public becoming infected with COVID-19:	<p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about gates/times for drop off and collection.</p> <p>For collection, parents to wait at the gate/on playground. Once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>All staff to enter and exit by the main school entrance.</p>	<p>children's drop off and collection below.</p> <p>Staggered return: Staggered entry and exit on Mondays-Fridays (teacher PPA given through time at the end of each day):</p> <p>FS1: Entry: 8:45am into large nursery door Exit: 11:30am-11:45am from nursery door.</p> <p>FS2: Entry: 9:15am into FS2 Exit: 2:00pm-2:15pm through small FS1 gate</p> <p>Year 1: Entry: 8:45am into KS1 gate Exit: 2:00pm-2:15pm through KS2 gate</p> <p>Year 6 Entry: 9:15am into KS2 gate Exit: 2:30pm-2:45pm through KS2 gate</p>	staff by 1 st June.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p>Keyworker/Vulnerable in Year 3 (3HE) Entry: 8.45am into KS1 gate Exit: 3:15pm through KS1 gate</p> <p>Due to doors going straight into classrooms, children to come straight into class. All staff made aware.</p> <p>All parents/carers to be notified of arrangements for their child(ren) in writing and via teacher weekly calls.</p> <p>Due to doors opening straight into classrooms, children to come straight into class from playground.</p>		
Congestion or inability to adequately socially distance when pupils	Pupils, staff, visitors, and the general public becoming	Staff at the entrance direct their designated group into the building either directly into their classroom or via their designated cloakroom in a	Use usual procedure for entry and exit time. On both entry and exit, ensure adult at door	SLT and all teaching and support staff from return	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>accessing or leaving school building</i>	<i>infected with COVID-19:</i>	<i>controlled manner.</i>	<i>directing into cloakroom, ensuring space for children to be adequately socially distanced.</i>		
<i>Ineffective personal hygiene measures</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.</i></p> <p><i>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Catch it, Kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should</i></p>	<p><i>Inform parents regarding hand washing regime via letter and website.</i></p> <p><i>On entry, staff to ensure children wash hands effectively – support younger children if needed. Staff to model to children where necessary, and teach hygiene routines once returned.</i></p> <p><i>Ensure sufficient disposable tissues are available in school – in every occupied classroom.</i></p> <p><i>Display handwashing posters by all sinks</i></p>	<p><i>Head of School / letter Teachers via weekly calls by 22nd May</i></p> <p><i>Teaching staff from June 1st</i></p> <p><i>SLT prior to return</i></p> <p><i>Teaching staff, from June 1st</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i>	<p><i>Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available.</i></p>	<p><i>SLT, prior to return</i></p> <p><i>SLT, prior to return</i></p>	
<i>Possible contamination in reception areas and office</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception one at a time (unless residing in same house). Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</i></p>	<p><i>Parents currently unable to access reception area due to secure door. Window into office for general queries can be closed partially for a screen and staff are able to stand far enough back to allow 2 metre distance. A protective screen to also be placed in front of office hatch as a protective measure.</i></p> <p><i>Parents advised to call for longer queries. Signage to ensure parents are aware only 1 parent should be in at a time. Ensure office staff aware of procedure.</i></p> <p><i>Parents only to enter the building with SLT permission.</i></p>	<i>SLT, Office, from May 18th</i>	/

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>Office staff to ensure desks are 2 metres apart.</i></p> <p><i>Staff not to share desks where possible. If staff do share desks, desks must be disinfected before a new user.</i></p> <p><i>Meetings to be held via Teams and phones (not in rooms).</i></p> <p><i>Leaders will be working from their own office/bubble.</i></p> <p><i>Staff working across multiple sites only enter the building in exceptional circumstances so that infection is not moved around (ICT, SBL, ExecHead).</i></p>	<p><i>SLT and all teaching staff from June 1st</i></p> <p><i>All staff across multiple sites, from June 1st.</i></p>	
Possible contamination within classroom/teaching and learning spaces	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Classrooms with external door direct to the outside to be used where possible.</i></p> <p><i>Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate</i></p>	<p><i>Create a list of rooms with maximum occupancy levels.</i></p> <p><i>Outdoor spaces to be timetabled between groups.</i></p>	<p><i>SLT from May 18th</i></p> <p><i>SLT, from June 1st</i></p>	/

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>social distancing (SFAIRP). Outdoor learning to be considered and undertaken maintaining social distancing. Desks and chairs positioned at suitable distances apart or marked as not to be used. Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag) Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas. Soft toys removed from all classroom and learning areas. Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use. Resources available will be limited to what is essential for use of a daily basis and planned in advance. Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</i></p>	<p><i>Rooms to be prepared as per guidance sent to staff by SLT (see attached).</i></p> <p><i>Fire and Ingress procedures remain the same which all staff are familiar with.</i></p> <p><i>If younger pupils need comfort of a soft toy one should be brought from home and kept for their use only – avoid if possible</i></p> <p><i>Chair, desks and stationery pack to be labelled in Year 1 and Year 6.</i></p> <p><i>Teaching staff to clean/wipe resources at the end of the day, as well as own belongings used in classroom e.g. surfaces, using wipes provided. This includes any electronic</i></p>	<p><i>Teachers, SLT, prior to return.</i></p> <p><i>Teachers, prior to return.</i></p> <p><i>Teachers, prior to return.</i></p> <p><i>Teaching staff, from June 1st</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p>	<p><i>equipment used such as surfaces, iPads.</i></p> <p><i>Any books used must remain within the bubble and not shared with others.</i></p> <p><i>Vinci to clean tables, chairs, floors, door handles, light switches etc. following government guidance.</i></p> <p><i>Children with SEND who may chew resources to have individual resource box with items that only they will use during the day which can be cleaned at the end of each day.</i></p>	<p><i>Teaching staff, from June 1st.</i></p> <p><i>Vinci, from June 1st</i></p> <p><i>SENCo, from June 1st</i></p>	
Possible contamination from use of toilet/welfare facilities	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Staff to only access toilet areas one at a time.</i></p> <p><i>Pupil classes will have set toilets designated for their use.</i></p> <p><i>Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups</i></p>	<p><i>All toilets unisex</i></p> <p><i>Ensure staff are aware which toilet their group of children is to use (in most classrooms this will be the toilet in the cloakroom nearest to the classroom door).</i></p>	<p><i>SLT, Vinci, SENCO, Teaching staff from June 1st</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>of pupils do not access toilets at the same time.</i></p> <p><i>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up by Vinci in between if required.</i></p> <p><i>Only liquid soap is permitted in school. Hand drying will be by air hand drier or disposable towels only; hand towels have been removed.</i></p> <p><i>Bins in toilets will be emptied daily by Vinci and this will be reviewed with emptying increased more frequently if required.</i></p>	<p><i>Identify staff toilets for grouped members of staff.</i></p> <p><i>Office – by kitchen</i></p> <p><i>Kitchen – by kitchen</i></p> <p><i>EYFS – in rooms</i></p> <p><i>Year 1 – Toilet 1 outside staffroom</i></p> <p><i>Key/vun – Toilet 2 outside staffroom</i></p> <p><i>Year 6 – Toilet outside 5RA</i></p> <p><i>Additional cleaner employed from 10am – 2pm to clean communal areas, including toilets.</i></p> <p><i>Ensure that there are sufficient stocks of soap available at all times (Vinci)</i></p> <p><i>SEND children to only use accessibility toilet when specialist equipment/changing is required. Rota of use to be pre-arranged given children on-site to avoid cross-over and allow</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<i>time for cleaning equipment before next use.</i>		
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</i></p> <p><i>Fixed external play equipment to be taken out of use.</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Activities considered to promote social distancing during break periods.</i></p> <p><i>Staffing ratios assessed and determined – see plan</i></p> <p><i>If pupils are eating, hands to be washed (see handwashing).</i></p> <p><i>After external activities – staff and pupils to wash hands (see handwashing).</i></p>	<p><i>Develop a plan depending on numbers. Timetables for outdoor space/breaks etc. to be created.</i></p> <p><i>Timetables to be drawn up for grassed area, arena, large and small playground in order to rota but maximise use of outdoors as much as possible, ensuring only 1 bubble uses each area at a time.</i></p> <p><i>Where possible, use equipment between own bubble. If other equipment is required, it must be cleaned/wipe thoroughly after use.</i></p> <p><i>Classroom resources to be cleaned by teaching staff using wipes and and/or cleaning products</i></p>	<p><i>SLT prior to return.</i></p> <p><i>Teaching staff, from June 1st.</i></p> <p><i>Teaching staff, Vinci, from June 1st</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<i>provided. Vinci to clean all surfaces, external door handles, floors etc. according to government guidance.</i>		
<i>Possible contamination from inadequate social distancing or cross contamination of equipment</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Supervised hand washing of pupils prior to lunch (see handwashing). Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</i></p> <p><i>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</i></p> <p><i>Pupils supervised to lunch areas, one "class" group at a time.</i></p> <p><i>If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings.</i></p> <p><i>Pupils to wait in lunch areas until all of "class group" finished before going either out to their designated play areas or back to classroom</i></p> <p><i>Fixed external play equipment to be taken out of use. Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p>	<p><i>Supervised hand washing prior to lunch following DfE guideline. Each classroom to have displayed poster.</i></p> <p><i>Children to eat lunches in classroom. Lunches will be brought to children's identified bubble area.</i></p> <p><i>Staff to eat lunches in designated spaces only. Must only use designated space to ensure bubbles do not mix. Once table and room is allocated for the bubble, this must be adhered to.</i></p> <p><i>'Bubble' groups to wear colour badges identifying their small groups.</i></p>	<p><i>Teaching staff from June 1st</i></p> <p><i>Kitchen staff and Middays from June 1st</i></p> <p><i>Teaching staff</i></p> <p><i>SLT and teaching staff from June 1st</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	If assemblies take place adequate social distancing measures will be adhered to in the hall with classes brought in separately and seated under the supervision of their teacher/lead staff member. Classes to be dismissed one at a time and led back to classrooms by teacher/lead staff member. If there are a large number of pupils in school, assemblies will be split to ensure social distancing can be met (SFAIRP).	Assemblies to be held in classroom via teacher or Teams.	SLT and teaching staff from June 1st	
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	Sufficient first aid provisions are in place in line with the schools first aid risk assessment.	All groups/'bubbles' have a first aid trained member of staff. If staff need further support for 1 st aid, liaise with fully trained staff. Provide list to staff regarding first aiders and location so staff can easily call for support where needed. Fully stocked first aid kit to be stored within bubble. Medical tracker can be accessed by each bubble.	SLT prior to return. Teaching staff from June 1 st .	

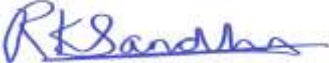
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves are universally recommended to be worn when providing first aid or intimate care and this should be adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.	Gloves available to use in FS1 and FS2. Face masks and aprons also available in nursery and reception if required. If SEND children in school require support from 2 key workers for close proximity tasks such as manual handling, PPE of face masks and disposable aprons to be worn in addition to gloves at all times. Safety specs to be worn if risk of contamination via eyes.	SLT, SENCo, teaching staff, from June 1 st .	
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision,	Staff to be aware: Symptomatic pupils on site to be supervised in the isolation room (3KH) by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping 2 metres apart. If toilet needed, use toilet within classroom only. Staff to be aware: Symptomatic staff to notify a member of SLT	SLT by June 1 st	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p>parent/carer will be contacted and required to collect pupil asap.</p> <p>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</p> <p>Government guidance will then be followed</p>	<p>and leave school premises as soon as possible. Use of Sunshine room if need to be collected/cannot leave immediately.</p>		
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves, aprons, masks, and safety specs available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</p> <p>Staff will be shown how to put on a face mask and safety goggles.</p> <p>Staff will be shown how to safely remove apron and gloves.</p>	<p>All equipment to be in place before children are admitted back to school.</p> <p>Poster sent to all staff to ensure staff are aware of how to effectively use this.</p>	<p>SLT by June 1st.</p> <p>SLT by June 1st</p>	
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p> <p>Whilst it is acknowledged that fire doors play an integral role in school</p>	<p>One-way system around school. Stairs opposite Studio 1 to be used to get upstairs. Rainbow Room stairs used to get downstairs. Arrows and signs to be in place.</p> <p>Doors to be open to avoid touching handles</p>	SLT, and teaching staff from June 1 st .	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</i>	<i>wherever possible.</i>		
<i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>Social distancing measures of 2 meters (SFAIRP) must be observed at all times. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moved to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher. Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use. Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i>	<i>Ensure staff are fully aware of guidance prior to return. Staff to have designated area to have a break. One area per bubble to ensure bubbles not mixed.</i>	<i>Head of school, by June 1st. SLT, Teaching staff by June 1st.</i>	
<i>Insufficient or ineffective cleaning</i>	<i>Pupils, staff, visitors, and the general public</i>	<i>Cleaning staff (Vinci) should adhere to Vinci risk assessments. Standard cleaning regimes have been</i>	<i>Teaching staff to clean used class resources at the end of each day,</i>	<i>Teaching staff from June 1st</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<i>becoming infected with COVID-19</i>	<p><i>adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</i></p> <p><i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along. Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).</i></p> <p><i>All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the</i></p>	<p><i>using wipes and/or cleaning products provided by school.</i></p> <p><i>Vinci staff aware of requirement to clean thoroughly at the beginning, middle and end of day.</i></p>	<i>Vinci from 18th May</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>school, government guidelines of additional cleaning will be followed.</i>			
<i>Ineffective management of potentially contaminated waste</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i>	<i>Staff to be aware: Staff supervising symptomatic children (or staff) to ensure that any potentially effected waste will be removed and disposed of as per guidance.</i>	<i>SLT by June 1st</i>	
<i>Ineffective safeguarding measures</i>	<i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i>	<i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately.</i>	<i>Designated Safeguarding Lead / Deputy Designated Safeguarding Lead in school All staff have undertaken Smartlog Training over March/April – trained to Level 1.</i>	<i>DSL from June 1st All staff by end April</i>	<i>/</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Tiered Mental Health support plan shared with staff (universal, targeted and specialist). Display Mental Health Week Poster. Additional training completed by staff to support with strategies for managing anxieties during March and April (for example, Navigating stress and anxiety) Leaders/coordinators to maintain weekly contact with those staff not in school.	Head of School prior to return. SLT by June 1 st All staff by 18 th May Leaders/cords from June 1 st .	/
Signature of Senior Leadership Team: 			Date: 19 th May 2020		
Date review required: 1 st June 2020		Date review required:	Date review required:	Date review required:	