



St Leonard's C.E First School & Nursery



Risk assessment for the opening of St Leonard's C of E First School & Nursery following closure due to COVID-19 Summer 2020

Assessors: T Parton & A Plant
Date of completion: 26/5/20

Useful contact information: School Number 01785 712488 – A Plant – (Safeguarding) 07736408814

DFE COVID-19 - Educational advice line - 0800 046 8687

Staffordshire County Council Health and Safety Service - 01785 355777

Public Health England - 0344 225 3560

NHS - 111

Date Assessment Completed: what are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Risk Rating H/M/L	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<p>1.Infection control standards – risks of:</p> <p>Poor hygiene</p> <p>Insufficient cleaning</p> <p>Non adherence to infection control requirements / risk assessments and procedures</p>	<p>Staff Pupils</p>	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • All staff are aware of government guidance surrounding maintaining hygiene and have ease of access to such guidance. • Staff teach and remind pupils regarding maintaining good hygiene standard such as regular hand washing, not touching mouth/nose/eyes. • Pupils are supervised by staff when washing their hands, where necessary. Wash hands with soap and water for at least 20 seconds. • Staff and pupils advised surrounding the importance of handwashing with soap and water: <ul style="list-style-type: none"> ○ Before leaving home ○ On arrival at the academy ○ After using the toilet ○ After breaks and sporting activities ○ Before food preparation and before eating food, including snacks ○ Before leaving the academy ○ After activities such as forest school, catering lessons and science lessons ○ After coughing / sneezing ○ Every second hour • Posters are displayed around prominent areas of the building, including those which are in most regular use such as toilets and kitchen. • Soap and water available in every toilet and every facility which is used for making food / drinks. • As far as possible, soap and water available locally to areas in use within the academy. In the absence of immediately accessible soap and water, hand sanitiser is available. 	<p>H</p>	<p>Letter to parents has encompassed each of these points</p> <p>Staff meeting has covered all of these points</p> <p>Soap, hand gel and cleaning materials purchased</p> <p>Posters displayed</p> <p>Staff to supervise soap levels in bathrooms and train children to report any that need refilling</p>

		<ul style="list-style-type: none"> • Children using sanitiser to be supervised and any spillages to be signed (where appropriate) and cleaned. • Parents informed about the use of sanitiser in school and to advise of any concerns in relation to this. • Children to be informed how to spot symptoms and what to do if they have symptoms. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are in stock. • All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out. • Bar soap is not used, nor are non-disposable hand towels. • Cleaning is undertaken by the contracted cleaning company / in house cleaning team daily. Deep cleaning is undertaken as deemed necessary by the academy. • Staff undertake cleaning of key touch points at interims during the day, using anti-bacterial agents / detergents. • Staff and pupils are advised of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed. • Tissues are available for use by staff and pupils in each room. Tissues are disposed of in a lined and lidded bin, emptied at least daily. Staff to report issues with waste clearance the SLT. • COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH. Classrooms are to be kept clean and tidy, cleanliness is monitored by staff using each room and concerns must be reported to the SLT. • All touch points will be thoroughly cleaned at the end of each day, with cleaning in the interim during the school day. • Academy risk assessments and procedures are accessible to all staff at all times and are located in the office. • The academy ensures a stock of PPE is in place, should this be required. • Children use the same classroom or area throughout the day and sit at the same desk each day if they attend on consecutive days, wherever possible. 		<p>Parents have been informed of hand gel use. Plans for information sharing with pupils.</p> <p>Cleaning is contracted out (High spec)</p> <p>Deep clean carried out Monday 25th May 20</p> <p>Risk assessment to be displayed in the staffroom /medical room</p>
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		<ul style="list-style-type: none"> • Indoor work spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • Where possible and safe to do so (bearing in mind fire safety and safeguarding, doors are propped open to limit use of door handles and aid ventilation. • Staff prop designated doors open in the morning before children arrive. • The academy will be deep cleaned prior to re-opening on 1st June 2020. • Those wearing PPE to receive training in how to remove it safely. • Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. • Staff sanitise hands before and after handling pupil books. 		Staff will be training prior to opening in the use of PPE.
2. Staff / pupils who become unwell on site	Staff Pupils	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • Children and staff must only come into school if they are symptom free. All staff and parents are informed of this in accordance with government guidance. • If a child or staff member develops symptoms whilst at school, they must immediately inform teacher/colleague/SLT. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • If staff members become unwell at school, they will return home, their emergency contact will be notified. • Pupils will await collection from a parent / carer in the medical room (TP office), in isolation, as far as is reasonably practicable without compromising the safety of the pupil. • This room should be behind a closed door (where possible) and with appropriate adult supervision. Ideally, a window should be opened for ventilation. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area. • Remove soft resources from the isolation room / area. • If pupils need to go to the bathroom while waiting to be collected, they should use a separate bathroom (where possible) which should be thoroughly cleaned and 	H	<p>Staff and parents have been informed of the procedure in a letter 18/5/20</p> <p>Room has been prepared ready and allocated a toilet for child's use. (Disabled toilet).</p> <p>PPE baskets set up in each area of the school.</p>

		<p>disinfected before being used by anyone else. (Bathroom to be signed as closed after use and during deep cleaning).</p> <ul style="list-style-type: none"> • PPE should be worn by staff caring for the child while they await collection, and if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Deep clean the affected area with disinfectant after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean). • The person with symptoms should isolate for 7 days and household members should isolate for 14 days. • All education staff can have access to a test if they display symptoms of coronavirus. If the test is positive, the staff member's class/ group should be sent home and advised to self-isolate for 14 days. If the test is negative, the employee can return to work. • Items which cannot be adequately cleaned (such as soft resources that the potentially infected person comes into contact with) to be appropriately disposed of. • Rooms planned for use for isolation of infected persons (e.g. first aid room) to be cleared of soft materials. • Those wearing PPE to receive training in how to remove it safely. 		
3. Vulnerable workers	<p>Staff and pupils who are clinically extremely vulnerable, those who are clinically vulnerable</p>	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable staff work from home. Clinically extremely vulnerable children also remain at home and are supported from home. • Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. • Clinically vulnerable (but not clinically extremely vulnerable) staff should work from home 'where possible'. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. 	<p>H</p>	<p>No Clinically vulnerable staff identified.</p> <p>Clinically vulnerable children are not attending school.</p> <p>Clinically vulnerable staff identified in school, working out of office and where needed to support keyworker</p>

		<ul style="list-style-type: none"> • If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. • If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they will be offered the safest available on-site roles and an individual risk assessment will be compiled for those individuals, in accordance with their role. • For children who fall into the clinically vulnerable category, parents are informed that they should follow medical advice if their child is in this category. If the child returns to school, they are to be supported by an individual risk assessment. • PPE will be available to support staff whose role involves direct support to pupils, for example, first aid, intimate care, care and supervision of a child with symptoms. • The academy will follow Government and HR guidance in relation to supporting individuals who are clinically extremely vulnerable and clinically vulnerable. 		children will keep 2m distance
4. Vulnerable children and those with complex needs	Staff and pupils	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • Where the risk assessment determines a child with an EHC plan will be safer at home, it is recommended they stay at home. • Where the risk assessment determines a child with an EHC plan will be as safe or safer at school, it is recommended they attend school. • Those who attend school to have an EHC Plan risk mitigation form in place. • Those attending school with complex needs but who don't have an EHC Plan should have an individual risk assessment in place. • Staff who interact with these children have a copy of the EHC Plan / individual risk assessment. • SENCO to be available to support. • Follow the most up to date government guidance regarding caring for vulnerable children - https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people and SEND risk assessment guidance - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance <p>Supporting pupils with physical needs:</p> <ul style="list-style-type: none"> • Wherever possible physical contact and working in close proximity should be kept to a minimum with PPE to be available at all times where required. • Ensure regular sanitisation of mobility aids such as walkers. 	M	<p>1 EHCP child to attend school. 1 child with a draft EHCP may attend school. Risk assessments to be completed for both pupils.</p> <p>n/a</p>

		<ul style="list-style-type: none"> Individual risk assessment to be adapted to include specific control measures for individuals in accordance with their exact physical needs. 		
5. Cross contamination Practicalities of classroom learning and use of outdoor areas Pick up and drop off times Use of offices Restrictive physical intervention Visitors	Staff, pupils, parents at risk of virus transmission	<p>Example control measures may include:</p> <p>Practicalities in school – use of the outdoor environment and classroom learning:</p> <ul style="list-style-type: none"> Staff and pupils to observe a 2 metre distance from each other when in school and avoid any physical contact, as far as is reasonably practicable. Children will mix in small and consistent groups. The same staff are responsible for the same groups of children, as far as is reasonably practicable. There is a timetable / plan for this arrangement. (EYFS staff to child ratios apply). Classes will have no more than 15 pupils per small group. Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Work spaces will be arranged so that desks are as far apart as possible. Each group has separate equipment for their classroom and for play time. Children have basic resources (e.g. pen, pencil) which are named for their use. Resources are kept in labelled boxes. Resources do not come into the academy from home, and resources are not taken home from the academy. Certain areas of the academy closed to children e.g. those which contain lots of resources or are difficult to clean thoroughly, Library, IT Suites. Zone plan prepared which is shared with staff and children. Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised. Assemblies, break times and lunchtimes are staggered to ensure that children are not moving around the building at the same time. Circulations and other indoor areas which are ‘pinch points’ for potential close contact/gathering such as toilets, to be marked to aid social distancing. One way systems and signage may also be used. The playground is zoned to aid social distancing. Rooms are accessed directly from outside where possible. 	H	Refer to parent’s letter Max group size is 6 for teaching Staff have been put into teams and will not mix See timetable for staggered breaks and lunch times. Use of the field and playground is on a rota basis. Lunchtime supervisors to stay with the same groups and do not rotate. New behaviour policy and rules to be discussed /negotiated with the children Doors to be propped open to avoid contact/ pinch points.

		<ul style="list-style-type: none"> • Staff support children to understand the distancing and hygiene rules in a way that is suitable for each individual. • At break times, children clean their hands before eating and enter the dining space in their groups. Where the dining space is shared by different groups, they are kept apart as much as possible and tables are cleaned between each staggered break. • If such measures are not possible, children to eat in their classrooms with table disinfecting and hand washing before and after eating. • Limit the number of children or young people who use the toilet facilities at one time. A queue system may be used with staff supervision. • One way system used around the school as needed. <p>Pick up / drop off:</p> <ul style="list-style-type: none"> • The academy has a pick up and drop of protocol for parents to support the minimisation of contact. Only one parent can be in attendance. • Pick up and drop off times are staggered according to year group. • Village Hall gate is used to enter the building and roadside gate to exit for pick up and drop off • Staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately. • Parents drop children off and collect them without approaching staff and are informed to keep at a 2 metre distance away from others. • Parents email the office with queries rather than speaking to Staff whilst on duty during pick up and drop off times. • Parents are informed of the pickup and drop off procedures and reminders are provided as required. • Parents are not permitted to gather at the entrance gate or enter the site unless they have a pre-arranged appointment outside of periods during the day which are of 'high traffic' and this can be conducted safely. • The academy encourages walking or cycling to school. <p>Offices:</p> <ul style="list-style-type: none"> • Office team to maintain working consistently at a desk as far as possible and limit hot-desking and the sharing of mice / keyboards / phones. • Wash hands after receiving / opening parcels and post. 	<p>Music to trigger hand washing and clean down times 8.30, 10.30, 12, 2.00pm Tick off chart available in each room to record when cleaning has taken place</p> <p>When possible children to eat outside- then better social distancing can take place</p> <p>See letter to parents</p> <p>Vulnerable member of staff to work a reduced timetable in school.</p> <p>Meetings are held online at the moment.</p>
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		<ul style="list-style-type: none"> • Wipe desk, mouse, keyboard and phone throughout the day, with antibacterial agents. • Wipe photocopier throughout the day, with antibacterial agents. • Perspex screen installed in key areas of the academy, e.g. reception, main office, where social distancing of 2m could be difficult to maintain. • iPad signing in / out system is cleaned on a regular basis, especially at the end of the day. • Where meetings are necessary, social distancing rules apply and should be facilitated where there is sufficient space to do so. • Consideration given to deliveries. Delivered to source where it is safe and possible to do so, where there is a significant risk of injuries associated with manual handling. <p>Restrictive physical intervention:</p> <ul style="list-style-type: none"> • Review behaviour management plans in advance of wider opening, mas necessary. Establish clear guidelines with staff for prevention and then de-escalation strategies as much as possible to negate the need for RPI. • Consider behaviour triggers and earlier de-escalation solutions. Working with smaller groups to permit and support management and spot these earlier too. • RPI to be used in accordance with the policy and where there is no alternative to maintain the safety of the child / staff member / others in the vicinity. • Staff providing RPI are trained to do so. <p>Visitors:</p> <ul style="list-style-type: none"> • Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. Sanitise on entry to the building. No visitors permitted where they are symptomatic. Posters displayed in reception as a reminder. • Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. • Arrangements in place for contractors visiting to undertake key works such as statutory compliance. Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. • Staff to report concerns with contractors and visitors according to the usual procedures. 		<p>Very unlikely due to the children we have and the small size of groups.</p> <p>Posters displayed</p> <p>No visitors accepted during school hours.</p> <p>No external adults in school</p> <p>SENDCO working from home</p>
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6. Use of learning resources and toys	Staff and pupils	Example control measures may include: <ul style="list-style-type: none"> • Devices disinfected before and after use. Children allocated one computer/laptop and/or tablet and they will continue to use only their own device as far as reasonably practicable. Where this is not practicable, the device will be fully disinfected before and after use. • Children will be assigned their own pencil, pen, ruler and basic equipment for their own use. This will be kept in a box which is labelled. • Children will not bring resources in to school or take them home. • Any shared surfaces will be disinfected before and after use. • Where play equipment is used by multiple groups, it is fully disinfected groups of children using it. Multiple groups do not use it simultaneously. • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed as far as is reasonably practicable. • Outdoor play equipment (fixed play equipment) is not utilised unless the school is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. • PE equipment is thoroughly sterilised prior to use and after use, with detergents as recommended by government guidance. • Children encouraged not to put resources in their mouths and are supervised according to the planned timetable. Children taught expectations about sneezing, coughing and touching, mouth, nose and eyes. • Drinking fountains taken out of use. 	H	<p>Ipads to be labelled for a designated pupil. Computers/laptops to be disinfected after use.</p> <p>Dettol air drying spray to be used after each group of children have used loose parts play equipment such as Lego.</p> <p>Soft furnishings removed from classroom.</p> <p>No use of trim trail</p> <p>Children taught hygiene routine</p> <p>N/A</p>
7.Safeguarding	Staff Pupils	Example control measures may include: <ul style="list-style-type: none"> • Safeguarding arrangements and procedures in place. • Safeguarding provision reviewed to support returning children (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals considered, as more children return to school. • Behaviour rules reviewed and communicated to staff, parents, pupils. • Plan in place for how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance (unless 	H	<p>Safeguarding continued as usual policy with Covid addendum</p> <p>Behaviour policy to have addendum</p>

		<p>they are extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend).</p> <ul style="list-style-type: none"> • Safeguarding provision in place for vulnerable / disadvantaged children. • Staffing ratios are proportionate and appropriate for the number of children returning. • Safeguarding policies and procedures are accessible to all staff at all times. They are located on the website and staff shared area. • Designated Safeguarding Lead and/or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are. • First Response is contactable by 0800 1313 126 or out of hours- 0345 604 2886. • The academy follows government guidance regarding vulnerable children, including COVID-19 specific guidance. 		<p>KW children to be kept separate than the other groups rather than integrating.</p> <p>AP in school daily TP contactable daily</p>
<p>8. Close contact with pupils and potentially infectious waste including -</p> <p>Delivery of first aid and where required, intimate care</p> <p>Cleaning of bodily fluids</p> <p>Disposal of potentially infectious waste</p> <p>Caring for those with symptoms</p>	<p>Staff Pupils</p>	<p>Example control measures may include:</p> <p>Intimate Care:</p> <ul style="list-style-type: none"> • Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies. • If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Once completed all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed. • Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the care has been undertaken to be sanitised immediately following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. <p>First Aid:</p> <ul style="list-style-type: none"> • First aid needs assessment to be revised as required and establish the levels of first aid staff needed. 	H	<p>Shared in staff meetings 18/5/20 and 21/5/20</p>

		<ul style="list-style-type: none"> • At least one qualified first aider to be on site at all times (first aid at work and paediatric). • Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the first aid has been undertaken to be sanitised immediately following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. • Accidents and incidents to be reported in accordance with the usual guidance, using the My Health and Safety system as required, according to the nature of the accident / incident. • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. <p>Cleaning of bodily fluids:</p> <ul style="list-style-type: none"> • Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn. • Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented. • Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy. • Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids. • Follow government guidance for the decontamination of non-healthcare settings - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. <p>Waste disposal for possible COVID-19 materials (government guidance):</p>	<p>All staff are first aid trained, Paediatric where possible.</p> <p>Staff meeting 18/5/20</p> <p>Staff need to refer to this risk assessment</p>
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		<ul style="list-style-type: none"> • Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ul style="list-style-type: none"> ○ To be put in a plastic rubbish bag and tied when full. ○ The plastic bag should then be placed in a second bin bag and tied. ○ It should be put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours: <ul style="list-style-type: none"> ○ if the individual tests negative, this can be put in with the normal waste ○ if the individual tests positive, then store it for at least 72 hours and put in with the normal waste • Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. • Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles. • Ensure waste is appropriately stored and not accessible to others, <p>Waste disposal for non COVID-19 materials:</p> <ul style="list-style-type: none"> • Follow the infection control policy and associated risk assessments. • Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points. 		<p>In the vent of Covid case</p>
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		<p>Waste Segregation:</p> <ul style="list-style-type: none"> • All wastes produced must be placed in appropriately coloured / labelled bag. • Each bag must be filled to no more than two thirds capacity. • Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents. • Bins to be sanitised regularly throughout the day or have pedals. <p>Those wearing PPE to receive training in how to remove it safely.</p>		
<p>9. Fire safety and evacuation</p> <p>High traffic on evacuation routes</p> <p>Non adherence to social distancing in an emergency</p>	<p>Staff Pupils</p>	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • Adjustments made to the fire evacuation procedure as necessary and according to the occupancy of the building. This is communicated to staff and pupils. • Register of pupils and staff to be completed daily and a copy given to the staff members on duty, for registration following emergency evacuation. • Fire marshal to be on site wherever possible. Staff are clear regarding their designated roles during evacuation. • Personal emergency evacuation plans / individual risk assessments include measures for emergency evacuation of vulnerable individuals are in place and communicated to those on site who need to be aware of the control measures and methods of evacuation. • All fire doors and internal doors should be fully closed to prevent any spread of fire. Staff to open required doors upon reoccupation of the building. • All building occupants to use their nearest available exit and evacuate as quickly as possible in a calm and quiet manner. Evacuating with a 2m distance will unlikely be possible to permit timely evacuation in the event of a fire but reduced occupancy of the building will help to reduce crowded evacuations. Safe and prompt evacuation to be prioritised. • Staff supporting pupils to evacuate (for example, those in close proximity) will be provided with PPE as required. 	H	<p>Use of existing plans/normal procedures.</p> <ul style="list-style-type: none"> • Some internal fire doors to be propped open to avoid contamination of pinch points.

<p>10. Cleaning</p> <p>General cleaning</p> <p>During outbreaks of infection</p>	<p>Staff supporting cleaning</p>	<p>Example control measures may include:</p> <ul style="list-style-type: none"> • PPE is provided for cleaning. • Each classroom and office sprays provided with tissues, gloves and cleaning agents. Cleaning surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds. • Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the academy building. • Contracted cleaning providers have their own risk assessments for cleaning in school settings which are communicated with cleaning staff. • In house cleaning has a specific risk assessment for cleaning, adapted for specific arrangements for COVID-19, which is communicated with cleaning staff. • Deep cleans to be organised where required, especially during outbreaks. • Government guidance states that all surfaces that a case, or suspected case of COVID-19 has come into contact with, or has potentially come into contact with must be cleaned thoroughly using disposable cloths or paper roll and disposable mop heads and detergents/disinfectants as detailed in their guidance for cleaning non healthcare settings. • Cleaning staff use colour code system when using cleaning materials to avoid cross contamination. • Cleaning materials used where there is known to be a case of COVID-19 will be disposed of in accordance with section 9. • Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen). • Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE. • Cleaning specification to be adapted to address higher risk areas to a greater depth and frequency during periods of infection outbreak e.g. touch points. • Staff clean key areas of the building throughout the day such as touch points. PPE is provided. • Avoid creating splashing and spray when cleaning. • When items cannot be cleaned or laundered using detergents e.g. upholstered furniture, these should be steam cleaned or disposed of. • Those wearing PPE to receive training in how to remove it safely. 	<p>M</p>	<p>Cleaning SLA- High Spec</p> <p>Baskets of cleaning materials to be stored safely in each base for continual use throughout the day.</p>
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		<ul style="list-style-type: none"> Government guidance regarding cleaning to be followed - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 		
11. Catering Contracted / in house catering Adherence to food hygiene standards	Staff / pupils	<p>Example control measures may include:</p> <ul style="list-style-type: none"> Pupils who are eligible for Free School Meals and who are learning from home will receive a dry food hamper weekly from the catering provider / free school meal vouchers. Vouchers are sent by email or post. Hampers are collected under social distancing rules and the academy has a procedure for this which is to email the office to agree a collection time. Pupils are supervised during break and lunch times, and when accessing drinking facilities. Pupils are taught and reminded not to share cutlery, cups, drinks or food. Disposable cups are used. All cutlery and cups are thoroughly cleaned in the dishwasher at high temperatures after use. Hands are washed before and after eating, for at least 20 seconds. Children queue for their lunch in accordance with academy distancing procedures and lunch breaks are staggered. Risk assessments for the catering provision at the academy are provided by the catering contractor / catering manager. Food Safety Management System (FSMS) that includes existing food hygiene guidance and HACCP processes should be followed. Frequent handwashing and maintaining good hygiene practices in food preparation and handling areas must be maintained, with hand washing for at least 20 seconds before preparing food / drinks. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. 	M	<p>NO hot food available</p> <p>Encouraged own lunches- reduces extra staff and cross contamination</p> <p>Lunch queues will also be avoided</p> <p>See Chartwells risk assessment</p>

		<ul style="list-style-type: none"> • The FSA's guidance on good hygiene practices in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food. Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate. The FSA Safe Method checklist allows employers to assess the personal hygiene and fitness to work practices in their workplace. • The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low. • Food packaging is not known to present a specific risk, but staff should ensure it is cleaned and handled in line with usual food safety practices. • Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP. Staff should continue to follow existing risk assessments and safe systems of working. • Arrangements in place for food deliveries. 		
12. Security of Site and Building Internal statutory compliance tasks Contractors on site for essential works such as statutory compliance	Staff Pupils	Example control measures may include: <ul style="list-style-type: none"> • Minimal number of entrances and exits to be used (other than for emergency evacuation). • Doors may be propped open (where this adheres to fire safety and safeguarding requirements). Those doors which pose a safeguarding risk if propped open e.g. those which exit by a car park or main road to continue to be made secure. • Ensure that any planned service or testing schedules continue accordingly in order to maintain statutory compliance. Academy to ensure all required testing has taken place prior to re-opening in accordance with premises checklists and government guidance. • Internal compliance checks such as fire alarm checks and water hygiene checks to be undertaken prior to premises re-opening. Defects or issues raised to be actioned prior to reopening. • Full premises inspection to be conducted prior to opening and any issues to be addressed accordingly. • All bins and skips should be emptied and secured well away from the building and hazardous waste stored and secured appropriately. 	L	Mr Waters is carrying these out, outside of the school day. Lantern Emergency lighting test carried out 22/5/20

		<ul style="list-style-type: none">• If visitors are essential, arrangements to ensure safe working must be implemented such as social distancing, hand hygiene, 'catch it, bin it, kill it' guidance.• Contractors are informed of site safety and COVID-19 risk management measures through the induction and hazard exchange process (and in advance as required). Contractors may provide the academy with copies of their own risk management information.• Visitors, including contractors, are informed that they are not permitted to attend if they have any symptoms and leave site if it becomes apparent that they do have symptoms.• If symptoms occur, this should be reported by telephone according to the contractor's usual procedures and also immediately to the academy contact via telephone, as opposed to face to face with the site. The work area to be cordoned immediately and cleaned (along with touch points).• Staff working on site are made aware of contractor / visitors on site, the visit's working arrangements and therefore supervise children accordingly.• Where contracted staff need access to the building, cleaning staff will be informed to thoroughly clean these areas of the building as part of their daily routine.• No hand shaking with visitors or contractors.• Access government guidance for the management of premises during the coronavirus outbreak - https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak		HSL Water testing/checks carried out 27/5/2020
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<p>13. Mental Health and Wellbeing of staff and pupils</p> <p>Workload</p> <p>Communication</p>	<p>Staff P</p> <p>Pupils</p>	<p>Example control measures may include:</p> <p>Communication:</p> <ul style="list-style-type: none"> • Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. Return to school procedures are clear for all staff including arrangements to return any furloughed staff. • Leaders/managers endeavour to have supportive conversations with employees to discuss concerns and fears as soon as they arise. • Early communications with employees such as online meetings and calls used during the planning stage to alleviate fears and allow employees to ask questions. • The approach for inducting new starters has been reviewed and updated in line with current situation. • Re-opening plans shared with the Local Academy Council who are clear on their role in the planning and re-opening of the school, including support to leaders • Communications with parents include the plan for re-opening, risk management measures including social distancing. Wellbeing and support provided for parents of children who continue home learning. • Pupils are taught about changes to the timetable, social distancing arrangements, staggered start times/breaks/assemblies/home time, hygiene requirements, social distancing. • Head Teacher / SLT contactable by phone for staff working in school or at home during working school hours. • Regular communication and updates are provided for all parties. • Children taught about mental wellbeing specific to the current crisis. Staff discuss with children and communicate with parents accordingly. • Methods of communication established with parents, including hours of working and timescales for responses. • Staff have a platform to discuss concerns. <p>Resources:</p> <ul style="list-style-type: none"> • Mental health and wellbeing resources are available via email communications and online resources. Supporting resources provided by SUAT. • Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support). 	<p>H</p>	<p>Information shared on 18/5/20 and 21/5/20</p> <p>Microsoft Team meetings have taken place</p> <p>NR/AD/DK to plan induction for new Nursery and Reception possibly using a virtual tour.</p> <p>LAC chair communication with TP on 18/5/20 and full LAC 20/5/20</p> <p>Parents letter emailed out 22/5/20 to explain the plan/procedures</p> <p>Regular communication via Purple mash, email, text and Facebook page.</p> <p>Emotional wellbeing lessons to be held daily.</p> <p>All staff have watched the SWAN presentation.</p>
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	<ul style="list-style-type: none"> • Children learning from home have access to and are provided with educational resources from home so that they can continue with their education. Parents are directed to learning resources. • Staff continue to provide pastoral support and care to children by appropriate means. • Support provided to leaders from SUAT and EIPs. • Mental health and wellbeing resources and policy on the website and shared with staff, including how to support and manage mental health and resources available to • Safeguarding arrangements to remain. • Staff are eligible for testing and are informed of how to arrange this. • Academy provides information for staff regarding how to get further support. • PPE provided for staff working in school settings. • Consider support available from staff absence insurance providers, for staff wellbeing. • Staffordshire Learning Net and Government website have resources available to support staff mental health and wellbeing. • HR provider available for support and guidance. <p>Risk assessments:</p> <ul style="list-style-type: none"> • Individual risk assessments completed as required to support staff and pupils, for mental and physical health. • ECH Plans are in place for children. • Staff aware of how to access support and implement a risk assessment as needed. • Named person to oversee wellbeing, planning and monitoring. • Support plan in place which everyone has access to, providing a structure of support and resources which can be used. • Identified key people with personal strengths in supporting pupils who may present with issues/changes in behaviour. • Continue to maintain the good links you already with families, signposting them to resources they may find helpful. • Free training/guidance via The National College which all staff can access. • Transport plan to be implemented with staff who cannot walk, drive or cycle to work. <p>Workload:</p> <ul style="list-style-type: none"> • Staff working from home support preparation and parental communications. • Staff working in school focus on lesson delivery and supervision. • Staff understand how and where to communicate concerns regarding workload. 	<p>AP and NW to champion well-being resources and ideas.</p> <p>Continued home learning through Purple mash. Letter to go out to explain how this may change after June 1st.</p> <p>Think well</p> <p>Calm brain</p> <p>PHRP</p> <p>SUAT wellbeing policy</p> <p>Risk assessments as needed</p> <p>An identified slot of time has been allocated to support home learning on school days so that it doesn't run into home life on those days.</p>
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14. Home working	Staff working from home	Example control measures may include: <ul style="list-style-type: none"> • Working from home risk assessments and policies have been shared with and are accessible to staff. • Staff aware of how to report issues when working from home. • Communication is maintained between staff working in school and staff working at home, by appropriate means. • As far as is reasonably practicable, ensure staff are aware of risk management measures for: appropriate desk and display screen set up, fire and electrical issues, managing stress and welfare, manual handling, lone working, slips, trips and falls. 	L	Staff are in communication They know safeguarding protocol still applies Daily contact between SLT and staff via WhatsApp
15. Data protection	Staff and pupils	Example control measures may include: <ul style="list-style-type: none"> • During the current climate, continued vigilance in online security, including checking unusual requests, suspicious links and attachments from any recipients, even where known to the academy, is still vital. • Ensure awareness of data protection and compliant records management policies to keep data safe. • Maintain data security measures whilst home working. • Maintain confidentiality surrounding sensitive matters, ensure written information which is of a personal, confidential or sensitive nature is communicated in a manner which maintains its' security and is only shared with those who need to receive this information. • Data sharing is undertaken in a secure manner. • Ensure devices are kept secure and personal or confidential information is not accessible to others in school or at home. • Ensure portable media is encrypted. • Staff understand how to report concerns relating to data protection and how to access IT support if needed. • Procedures for potential data breaches and information requests still apply. 	H	Use of secure learning platform (Purple Mash)

This risk assessment will be reviewed at least weekly to reflect any changes in guidance.

Signature of assessor:

Print name: A Plant

Signature of approver:

Print name: T Parton

Date approved: 26/5/2020