



# ESSEX PRIMARY SCHOOL

## Essex Primary School Summer Term 2022: Health and Safety Risk Assessment



### **Our Vision**

"Everyone valued, everyone challenged, everyone achieving."

At Essex Primary School, we value each member of our community as a unique individual.  
We go the extra mile to ensure that every one of us is challenged and achieves their full potential.

<b>Description of the task/activity:</b>	<b>Covid-19</b> School based teaching / administration and sanitation tasks.	<b>Location:</b>	Essex Primary School Sheridan Road Manor Park E12 6QX
<b>Name of person(s) completing assessment:</b>	Cecilia Mojzes Amber Ilyas	<b>Job title(s):</b>	Executive Headteacher Associate Head Teacher
<b>Date of this assessment:</b>	19/04/22	<b>Date of signing:</b>	19/04/2022 Updated: 19th April 2022
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes. 10th June 2022	<b>Signed by (LA):</b>	

This document has been written in conjunction with the DfE Guidance for Action for Schools during Coronavirus outbreak (Updated 1st April 2022). This assessment directly addresses risks associated with coronavirus (COVID-19) and the Variants of Concern (VOC) identified in the UK, so that sensible measures can be put in place to control those risks for children and staff.


**Rationale:** To ensure the site (school) is safe and consider actions to be taken to minimise the risk of spread of infection.

Issue	Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Newham - the local context	<ul style="list-style-type: none"> <li>What is the current figure for Newham compared to national this may be comparing the R rates to the population death rate</li> <li>Taking into account the community which the school serves and if there certain communities are more vulnerable</li> <li>Risk assessment information from the local authority</li> <li>LB Newham has been badly affected by the COVID-19 outbreak, with some of the highest mortality levels in the UK. Understandably this has caused significant concern among BAME residents, as the BAME communities have suffered a higher death toll than white residents</li> <li>Vaccination</li> </ul>	LA/School	L=3 S=3	<ul style="list-style-type: none"> <li>Age and underlying medical and health conditions, BAME staff taken into consideration - these members of staff have an individual RA which is set out by the EHT and will be reviewed as and when required</li> <li>All staff working in school must practise consistent hygiene practises eg. handwashing</li> <li>Most staff have been vaccinated with both doses of vaccine, some are due for booster now</li> </ul>	L= 2 S= 2

Issue	Hazard	Who is affected	Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Fire Safety	Fire Outbreak in any part of the site	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Review Fire Evacuation and Fire Drill procedures – document any temporary changes</li> <li>Review Assembly Points</li> <li>Merge assembly points, if necessary, so that children and staff are located in one area</li> </ul>	DT/SLT	L= 3 S= 4	<ul style="list-style-type: none"> <li>Marking on fences at normal fire assembly points for fire.</li> <li>Pupils line up in class / year group</li> <li>When lining up to go out and outside, all pupils face forward</li> <li>Staff to go through procedures with year groups</li> <li>Hand washing routine completed on return to building</li> <li>See evacuation procedures for each classroom (Email from fire warden)</li> <li>Individual PEEP's reviewed and updated</li> </ul>	L= 3 S= 2
Health and Safety Checks for Premises/ Building	<p>No gas - impact of lunches and heating system</p> <p>Water is unsafe to drink/use</p> <p>Ventilation</p>	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Are health and safety checks being carried out to ensure the premises/ building is safe for staff and pupils?</li> <li>Refer to <a href="#">DfE Guidance</a></li> </ul>	Site Supervisor	L= 3 S=4	<p>Site supervisor to conduct safety checks regularly (logs signed)</p> <ul style="list-style-type: none"> <li>On hot / cold water</li> <li>Gas safety</li> <li>Fire safety</li> <li>Heating system working effectively</li> <li>Security - including access control and intruder alarm systems</li> <li>Lidded bins provided for each class and other areas and emptied regularly</li> <li>In absence of site supervisor, a named person or backup in place</li> <li>External doors and windows to be kept open to maximise ventilation in classroom spaces and avoid touchpoints</li> <li>Heating is kept on all day (autumn / winter months depending on temperature)</li> <li>Ventilation (High priority based on DfE guidance): Ventilation must always be kept at a good level. The temperature should not go below 13 degrees. Site supervisor will monitor this on a daily basis. The CO2 level should not exceed 1500ppm. Levels below this indicate good ventilation</li> <li>If temperature is below 13 degrees and if CO2 is not above 1500ppm, then the site supervisor will ask the teacher to close doors for a few minutes but windows must remain open</li> <li>Teachers must open external doors at intervals for short bursts of ventilation, balance the need for increased ventilation while maintaining a comfortable temperature</li> <li>Carbon Dioxide alarms in all classroom to monitor the level CO2</li> <li>Internal doors should not be propped open with door stoppers</li> </ul>	L = 2 S = 2
Hygiene /Cleaning on site	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Arrange deep cleaning around school and kitchen via Juniper Area Managers</li> <li>Identification of surfaces/equipment that will require increased levels of cleaning</li> <li>Contract suppliers and services to resume contracts, e.g. grounds maintenance whilst maintaining social distancing</li> <li>Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered</li> </ul>		L= 3 S=4	<ul style="list-style-type: none"> <li>Whole school deep cleaned prior to school opening in April 2022</li> <li>During the Winter break an extra layer of protection was sprayed on all touch points and furniture with an 'Anti-Microbial Electrostatic Spray'.</li> <li>Catering and cleaning company using specialised products to deep clean</li> <li>Staff and pupils' toilets will be cleaned during the day by designated cleaning staff</li> <li>Site supervisor / cook to check daily cleaning by Juniper staff, so areas are ready prior to pupils coming into school</li> <li>Soap dispensers replenished / hand sanitizers available at main reception desk and other school entry points</li> <li>Kitchen staff to ensure all hygiene procedures are followed at all times</li> <li>Chormebooks /equipment used by pupils will be cleaned/wiped with antiseptic cleaner daily before/after use</li> <li>Buckets and trays with Newham H&amp;S approved sterilising fluid (correct dilution) available at all times in all areas for cleaning of toys/resources</li> </ul>	L = 2 S = 2
First Aid and Pupils with Medical Conditions	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Review sufficient numbers of first Aiders as per pupil ratio (EYFS will continue to apply)</li> <li>Do you have sufficient staff with current and appropriate paediatric first aid training?</li> <li>Ensure staff understand their responsibility while carrying out first aid and maintaining social distancing</li> <li>First Aid staff to use appropriate PPE when dealing with children/staff</li> <li>Use Non-Contact Thermometers, ensure staff are aware of how to use them and that they are checking for fever/high temperature 37.8C or greater and then follow <a href="#">PHE Guidance</a></li> <li>Ensure staff are up to date with <a href="#">Government guidance</a> on how</li> </ul>	LT	L= 3 S= 3	<ul style="list-style-type: none"> <li>First Aid trained staff on site everyday</li> <li>Medical rooms to be used</li> <li>Where close contact is required, staff administering First Aid must wear PPE</li> <li>A thermometer will be available for each year group (please ask office staff)</li> <li>Masks/ face coverings, aprons, goggles/visors (spitting) and gloves (PPE) available in each area . PPE recommended by PHE (High Quality Masks Type 2R - 3 ply surgical masks)</li> <li>Hygiene stations in every class clearly signposted to pupils. Catch It, Bin it posters and lidded bins in all areas. Small yellow sanitation bins provided (clinical waste) and disposed of separately from other waste in key areas</li> <li>Adults will carry out self-care/first aid duties which will include wiping down resources and sterilising classroom equipment in EYFS</li> </ul>	L = 2 S = 2

			<p>to deal with Covid-19 symptoms</p> <ul style="list-style-type: none"> <li>• First Aiders should be aware of the Covid-19 symptoms and what steps to follow if someone has them</li> <li>• Provide a separate self-isolation room for staff and pupils to wait until they are picked up. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The whole toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• A member of staff may need to stay with the pupil in the self-isolation room. Staff should ensure they are wearing PPE (gloves, apron and mask)</li> <li>• Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</li> <li>• If a member of staff is infected with Covid-19 at school, <b>Amber Ilyas / Cecilia Mojzes</b> are informed as soon as possible</li> <li>• If a child displays symptoms, they should be immediately isolated from other pupils. Staff should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. The school should contact parents and request they collect their child from the school immediately</li> </ul>			<ul style="list-style-type: none"> <li>• Provide communication boards for non-verbal/youngest children to indicate how they are feeling relating to symptoms and experiences</li> </ul> <p><b>Symptoms of Covid-19</b></p> <p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (38 degrees C or above)</li> <li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p><b>Response to child/adult showing symptoms</b></p> <ul style="list-style-type: none"> <li>• Follow DfE guidance for staff and pupils showing signs and symptoms of COVID-19</li> <li>• SLT member for each phase to respond to COVID-19 emergencies</li> <li>• PPE pack (apron, gloves &amp; mask) kept in each group /bubble area for CT/adults to use when collecting the child and replenished after use</li> <li>• Adults in the area must use the PPE pack and remove the child from the classroom environment to the designated isolation room (Medical room) using external doors, where possible, and avoid travelling through internal routes</li> <li>• Appropriate PPE to be used by first aider dealing with individual pupils (apron, gloves, mask, goggles/visor - spitting/aerosols)</li> <li>• Parents will be called by the SLT member to collect the pupil and advised to get the pupil tested before notifying the school of the result</li> <li>• Office staff will guide parents/guardians to collect their child</li> <li>• Staff/pupils, who have had contact with the symptomatic pupil, must wash their hands thoroughly for a minimum of 20 seconds</li> <li>• Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and any contact points they came into contact with (including the toilet if used)</li> <li>• Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature</li> </ul> <p><b>Updated Guidance (1st April 2022)</b></p> <ul style="list-style-type: none"> <li>• Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend</li> <li>• Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days</li> </ul>	
Prepare site	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>• Arrange deep cleaning around school and kitchen via Juniper Area Managers</li> <li>• Identification of surfaces/equipment that will require increased levels of cleaning</li> <li>• Ensure all equipment around the school, which has not been used for a while, is checked and is still in good working order e.g. photocopiers</li> <li>• Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered plus sanitising gel</li> <li>• Review policies and update induction/staff handbook document where changes have been made</li> <li>• Ensure detailed staff briefings carried out to ensure all staff are fully aware of changes that have been made</li> </ul>	LT Juniper Site supervisor	L=2 S=3	<ul style="list-style-type: none"> <li>• Site supervisor/cook to check daily cleaning by Juniper staff so that areas are ready, prior to pupils coming into school.</li> <li>• All EYFS resources stored and labelled in boxes and sterilised regularly</li> <li>• Specialist adults and senior leaders must strictly follow hand washing/hygiene procedures</li> <li>• All staff share responsibility for monitoring toilets, well-being and preparing/caring/sterilising resources</li> <li>• Children can bring in their own reusable water bottles, which must be clearly labelled with their full name and class and placed on class tables (Years 1 -6)</li> <li>• Staff briefings to ensure all staff fully aware of RA</li> <li>• Each classroom must have hand washing gel/soap, boxes of tissues, paper towels and gloves kept within the room. Site supervisor will check these are topped up at the end of each day, prior to the next</li> </ul>	L=2 S=1



Best practice around hygiene, particularly hand washing routines	Transmission of Coronavirus	Staff and pupils	<p>Follow government guidance on Hand hygiene</p> 		L=3 S=3	<p>Children and adults must be reminded to:</p> <ul style="list-style-type: none"> <li>Wash hands more often - as they enter school, after playtimes and before eating lunch/snack, after using shared resources</li> <li>Follow procedures for good respiratory hygiene: use disposable, single-use tissue to cover mouth and nose when coughing, sneezing, wiping or blowing your nose. Dispose of tissue promptly in a bin. Wash hands with soap and water, and dry them thoroughly</li> <li>Posters reminding of washing hands/catch it, kill it, bin it procedures to be displayed in each classroom /shared space</li> <li>Adults must use the sanitiser at entry and exit points of the school building, or wash hands</li> <li>To avoid touching their eyes, nose and mouth with hands</li> <li>To cover their mouth and nose when coughing or sneezing with a tissue, then throw the tissue in a bin and wash hands</li> </ul>	L=2 S=2
Pupils and staff medical information and care plans	Individual medical needs of pupils are not met and pupils put at higher medical risk	Staff and pupils on site	<ul style="list-style-type: none"> <li>Prior to being admitted back to school, all children's medical records must be updated by the parents and family medical conditions included</li> <li>Ensure up to date contact information is on the system/request from parents</li> <li>Ensure care plans are updated where applicable</li> <li>Use of ICE "in case of emergency" mobile numbers for parents and carers to be checked and updated (minimum of 3 contacts)</li> <li>ICE database to be readily accessible to all staff</li> <li>Ensure all staff care plans are reviewed and updated where applicable</li> <li>Ensure staff with medical conditions, that were not declared previously, is recorded on SIMS and a care plan prepared on their return to school</li> </ul>	HLTA/TD	L=2 S=4	<ul style="list-style-type: none"> <li>All care plans or medical records to be updated. Where changes are required, e.g. if a child returns to school with an injury, HLTA to speak to parents regarding any changes needed/new care plans required. All relevant adults informed of new procedures, to be put in place, as a result of new care plans/changes.</li> <li>Pupils will not be admitted to school until care plan changes are made with parents/carers</li> <li>Regular updating of contact numbers where parents change address/phone number</li> </ul>	L=1 S=1]]
Use of Forest school (outdoors)	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Rules for safe use of forest school, e.g. hygiene</li> <li>How will pupils move/travel between areas?</li> <li>What routes will they follow?</li> </ul>	AS	L=2 S=3	<ul style="list-style-type: none"> <li>Detailed forest school risk assessment in place and updated regularly</li> <li>Staff and pupils using the forest school must follow school RA for hygiene and handwashing procedures - people will use the outdoor path to access the forest school classroom</li> <li>No more than 10 pupils will be in a forest school session</li> <li>Pupils will be reminded of rules and routines, prior to each session - wash hands, no picking, no licking</li> <li>When pupils finish their forest school session, they will use hand sanitiser, then wash their hands thoroughly when back in class</li> </ul>	L=1 S=2
Pupils with Special Education Needs (SEND)	Transmission of Coronavirus	Staff and pupils on site	<p>A risk assessment should be completed to consider which children and young people with EHC plans may benefit more from remaining at school than at home.</p> <ul style="list-style-type: none"> <li>Children with differing needs</li> <li>Children with hygiene concerns</li> <li>Staff who will look after the children</li> <li>Staff to wear appropriate PPE</li> </ul>	Lead SEND Officer School	L=3 S=3	<ul style="list-style-type: none"> <li>Individual risk assessments will be reviewed and updated</li> <li>PPE to be available and used when changing children, i.e. nappies /toileting</li> <li>Soft-play (excluding the ball pit) will be used by specific pupils</li> <li>Time-tabled access to sensory room only, with doors opened and all surfaces and equipment wiped down (Staff in the area to wipe equipment using antibacterial wipes)</li> <li>Sessions for no more than 2 pupil at a time sensory</li> <li>Sessions for no more than 3 pupil at a time soft play (ball pit not to be used)</li> </ul>	L=2 S=2
Use of specialist rooms	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>How will these rooms be used?</li> <li>Hand hygiene</li> <li>How will pupils move/travel between areas?</li> <li>What routes will they follow?</li> <li>Will there be a timetable for use?</li> <li>Use of equipment and sanitisation of equipment</li> </ul>	Staff/ SLT	L=3 S=3	<ul style="list-style-type: none"> <li>Resource Provision children and children with SEND will be registered in their classroom and follow a timetable for specialised sessions</li> <li>Specialist Rooms in use: RP room, Multimedia room year 5 area, Inclusion Suite Soft Play (excluding ball pit) and Sensory Room</li> <li>Staff to wash/sanitise hands on entry to the rooms</li> <li>Staff to ensure pupils wash/sanitise hands on entry to the rooms</li> <li>Staff to ensure all resources are cleaned/wiped (antiseptic wipes) before and after use, daily</li> </ul>	L=2 S=2
Travelling around school for	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Accessing rooms directly from outside where possible</li> <li>Exercise and take breaks or provide education outdoors, where possible, as this can limit transmission</li> <li>Wash hands or use hand sanitiser regularly after travelling</li> </ul>	Staff	L=3 S=3	<ul style="list-style-type: none"> <li>All staff may wear a mask/face covering when moving around in corridors and communal areas</li> <li>Hands to be washed in the classroom using soap and water at regular intervals (especially before going to lunch and on returning to the classroom after lunch and</li> </ul>	L=2 S=2

staff and pupils including specialist teachers			around the building			<ul style="list-style-type: none"> <li>from other areas). This must be controlled by staff to ensure pupils do this one at a time in an orderly manner</li> <li>Hand tissues/paper towels to be used to dry hands and disposed of in lidded bins. Bins to be emptied by cleaning staff regularly</li> <li>Specialist teachers to carry their own equipment/resources to each class</li> </ul>	
When using toilet facilities	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times</li> <li>Or ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>Advise on washing hands /use of hand sanitiser</li> <li>Cleaner to be on duty to regularly clean to maintain high standards of cleanliness</li> </ul>	School I	L=3 S=4	<ul style="list-style-type: none"> <li>EYFS toilets are regularly supervised by adults all the time</li> <li>Class teacher in each class group to remind pupils how to use the toilet, e.g. washing hands</li> <li>Adults in the year group areas to supervise the toilets and control the number of pupils accessing at one time</li> <li>Adults supervise and remind pupils to wash hands after using the toilet</li> <li>Pupils wait until the toilet is available or return to class, if too busy, then come back at a quieter time</li> <li>Pupils have adequate handwashing facilities and paper towels</li> </ul>	L=2 S=2
Use of school equipment	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Develop clear guidance on the use of all equipment and implications for cleaning</li> <li>Ensure regular cleaning throughout the day, including telephone handsets, computer monitors, keyboards and mouse</li> <li>Review and remove all the equipment not needed/difficult to keep clean in the classrooms especially in nursery and reception</li> <li>Chairs and tables should be cleaned daily if used by the same group, twice if used by a second group</li> <li>Consider use of outdoor fixed playground equipment</li> <li>Outdoor fixed equipment to be cleaned by site management staff, especially touch points</li> </ul>	Staff	L=4 S=4	<ul style="list-style-type: none"> <li>All shared resources must be cleaned /disinfected /sterilised after each group (bubble) of pupils use the equipment, e.g. PE equipment, Lego, cubes.</li> <li>Only book bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the pupils' education and development</li> <li>Chrome books to be wiped down regularly, before and after each usage</li> <li>Telephones /photocopiers in year group areas to be wiped/cleaned after each usage. (wipes to be provided)</li> <li>Outdoor climbing/ revolving equipment in all playgrounds to be wiped/ cleaned regularly. Pupils to wash hands after use</li> <li>RP equipment to be wiped down regularly</li> </ul>	L=2 S=2
Pupils travelling on school transport, where required	Transmission of Coronavirus	Staff and pupils using school minibus	<p>Review whether transport providers are carrying out the following:</p> <ul style="list-style-type: none"> <li>guidance or training for school transport colleagues</li> <li>Consider use of school minibus and how the above will apply to school staff who drive the minibus</li> </ul>	SLT	L=3 S=4	<ul style="list-style-type: none"> <li>School minibus used for visits</li> <li>School minibus will be thoroughly cleaned and sanitised between each use</li> <li>Staff and pupils follow stringent hygiene before and after using the mini bus</li> </ul>	L=1 S=1
Staff Shortages	Transmission of Coronavirus	Staff	<ul style="list-style-type: none"> <li>Staff absence due to illness not related to COVID-19</li> <li>Staff absence due to illness related to COVID-19</li> <li>Staff showing signs and symptoms of COVID-19 on site during the day</li> <li>Ensure that there is sufficient staff capacity to keep school open</li> </ul>	SLT	L=2 S=3	<ul style="list-style-type: none"> <li>Normal sickness and absence procedures to be followed, cover rota in place</li> <li>Specialist teachers /Supply teachers will follow hand hygiene procedure as best possible in the classroom</li> <li>If staff are absent due to COVID-19 or showing signs on site during the day, they will be advised to follow the government guidance . SLT on duty to take charge and use PPE as appropriate.</li> <li>Staff rotas in place to ensure all classes can be covered daily</li> </ul>	L=2 L=2
Mental health and wellbeing of children and staff	Anxiety and stress	Staff and pupils	<ul style="list-style-type: none"> <li>Focus on developing children through educating them on the changes rather than constantly restricting them</li> <li>Children/Staff feeling anxious coming into school/work</li> <li>Children/Staff feeling anxious being around large groups of people</li> <li>Children/Staff feeling anxious travelling</li> <li>Involving/discussing the changes with staff and children</li> </ul>	LT	L=3 S=3	<ul style="list-style-type: none"> <li>Each class group will have a mental health/wellbeing/PSHCE session</li> <li>All groups have a worry box time, bubble time with the teacher</li> <li>To provide opportunities for staff and pupils to discuss feelings and share solutions of how to deal with the current situation. Encourage all to be as positive as possible</li> <li>Staff and pupils to be signposted to available support and resource, e.g. Counsellor, HeadStart, Newham staff helpline and Government guidance</li> </ul>	L=2 S=2
Visitors on site	Contamination from people off site and possible transmission of Coronavirus	Staff, pupils and parents on site	<ul style="list-style-type: none"> <li>The Health and Safety Executive have confirmed that there is still a requirement for statutory inspection of plant and equipment. Read <a href="#">HSE's guidance</a></li> <li>Visitors and parents who enter the premises must not be Covid-19 positive or show signs and symptoms</li> </ul>	Admin Staff	L=2 S=4	<ul style="list-style-type: none"> <li>Visitors on site only if necessary/essential, e.g. Police, NHS staff and governors to support school leaders</li> <li>Guidance on hygiene to be explained to visitors on or before arrival</li> <li>A record of all visitors is kept</li> <li>All visitors may wear a mask/face covering</li> <li>Visitors or parents must not enter the school site if they are displaying any Covid-19</li> </ul>	L=1 S=2

						<ul style="list-style-type: none"> <li>symptoms as set out in the DfE guidance</li> <li>All visitors must sanitise hands on entry to the building</li> </ul>	
Educational visits	Transmission of Coronavirus	Staff and pupils off site	<ul style="list-style-type: none"> <li>Are visits required for curriculum content - learning outcomes?</li> <li>Ratios without year group bubbles being compromised</li> </ul>	SLT / Staff	L=3 S=3	<ul style="list-style-type: none"> <li>Educational visits which are necessary will take place e.g. Swimming, transition sessions, Fairplay house residential</li> <li>A thorough RA will take place prior to the visits</li> </ul>	L=2 S=2
Localised lock down / Restrictions  Contingency planning for outbreaks	Anxiety, Stress  Transmission of Coronavirus	Staff, pupils and parents	<ul style="list-style-type: none"> <li>Number of cases within school (DfE Procedures)</li> <li>Communication with community</li> <li>Planning for remote learning</li> </ul>	LA and Staff	L=3 S=4	<ul style="list-style-type: none"> <li>School to follow DfE and LA notification procedures</li> <li>School to communicate with information letters ping/newsletter/website procedures for schools regarding local lockdown closures</li> <li>EHT/SLT to communicate with staff via zoom or emails</li> <li>Critical cascade in place and to be followed if required</li> <li>Staff will plan for remote learning, face to face Zoom lessons using google classroom and will monitor /acknowledge work</li> <li>All classes Reception to Year 6 to have login details for google classroom (Staff to ensure logins operational at all times)</li> <li>Teachers to set weekly homework via google classroom and monitor all access working for pupils weekly</li> <li>Model and support pupils with any issues arising regarding access, expectations and use of remote learning</li> <li>Teachers provide remote/ blended learning of daily classroom sessions and tasks for identified pupils to access remotely</li> <li>Contingency planning set out for remote learning if required</li> </ul>	L=2 S=2
Use of school Gym	Transmission of Coronavirus	Staff	<ul style="list-style-type: none"> <li>Induction</li> <li>Ventilation</li> <li>limitation on number of people in the Gym at any one time</li> </ul>		L=3 S=4	<ul style="list-style-type: none"> <li>Only staff who have authorisation will receive a fob to use the Gym</li> <li>Staff must receive full induction to use the school Gym by Mr Glass</li> <li>No more than 4 people at a time in the Gym</li> <li>Windows and door to remain open for ventilation</li> </ul>	L=2 S=2

**Useful Links –**

HSE – [Latest information and advice](#)

PHE – [Public Health England](#)

DfE - [Safer travel guidance for passengers](#)

DfE – [Getting tested for Coronavirus](#)

DFE - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Likelihood	5	M	M	H	H	H
	4	M	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	M	M
	0	1	2	3	4	5
Severity						