

Fire and Risk Management Services

Risk Assessment Form

Assessor: Nick O'Sullivan/Kate Mather	Date: 11th May 2021 v4 (reviewed)	Activity: Operating a Primary School for all pupils from 8th March 2021 - COVID19. Step 3.	Location: Ludlow Primary School	
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles or Face Shields*	Other equipment used during activity: Cleaning equipment + bleach based cleaning products	
Persons exposed (please tick):	Employees	<input checked="" type="checkbox"/>	Pupils	<input checked="" type="checkbox"/>
	Public	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
	Expectant Mothers	<input checked="" type="checkbox"/>		
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.				
Physical Injury Hazards		Physical Agents and Hazardous Substances		Miscellaneous
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/>	Display Screen Equipment
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/>	Hot work/fire hazards
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration
Fall(s) from height		Noise		Restricted access
Slips, trips and falls from the same level		Pressure systems		Manual handling
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working
Contact with cold objects		Lasers		Confined spaces
Contact with hot objects		Flammable liquid/solids		Waste produced by activity
Contact with sharp objects		Extremes of Temperature		Stress
Impact with objects				Posture
Physical attack				Unauthorised entrance to site
Finger "nips"				
Danger to others from failure of pupils/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>			

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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Pupils & staff with prior medical conditions deemed as 'Clinically Extremely Vulnerable' (CEV).	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Children/ Staff	1. The national shielding advice for all adults and children paused on 31 st March 21. The small number of pupils who will remain on the CEV shielded patient list should continue to remain away from school; 2. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education; 3. CEV staff are advised to continue to work from home <u>unless</u> their role cannot be accomplished without attending School. The control measures in operation must be explained to them to reassure. Any concerns from these CEV staff members to be addressed sympathetically;	4	3	12	H	1. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert.	05/11/20 One member of support staff in receipt of email advising to work from home or stay home if working from home is not possible. 06/11/20 Another staff member also isolating Shropshire HR Advice Team Coronavirus Frequently Asked Questions for staff in Schools and Academies (as at 13/07/2020) 05/11/20 One pregnant

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			<p>4. Clinically Vulnerable (CV) staff can continue to attend school. While in School they must follow the system of controls to minimise the risks of transmission.</p> <p>5. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>6. A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School;</p> <p>7. Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people which will be kept updated. School Management are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation,</p>					<p>member of staff does not fall into the CEV category and will carry on working in school. Discussed with KM. Staff member now on MAT.Leave – 4.1.21</p> <p>A plan is in place to offer remote education See document: September 2020 Returning to School Protocol and Procedures. Sent to all staff and parents 14.720 KM/MH/NG (3.9.20) 24/02/21 School Management are unaware of any pregnant members of staff.</p>
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			may be at greater risk of severe illness if they catch coronavirus (COVID-19), where the NEM's Risk Assessment will be reviewed fortnightly.						<p>Training for teaching through Microsoft Teams took place in September 2020. An audit of all pupils' access to equipment and internet took place</p> <p>All staff sent a H&S vulnerable employee checklist on 26/06/20 and asked for it to be completed and returned, if appropriate.</p> <p>School will continue with Breakfast Club</p> <p>4.1.21 – email to all staff members regarding current school position in regards to national picture</p>
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									<p>and local Tier 3 rating. Guidance suggests that restrictions and protocols are similar to those pre-Christmas break. Staff asked to reply with concerns/wishes to work with greater distancing etc. especially if considered vulnerable. 3 staff isolating as a result.</p> <p>Additional guidance in Feb regarding changes to the vulnerable list: School has 2 staff members who now fall into this category who have requested to remain in work.. Individual</p>
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									risk assessments completed. 22.2.21
Persons entering site with COVID19 symptoms	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. Staff, children & pupils <u>must not attend</u> if they have symptoms or are self-isolating due to symptoms in their household/ support bubble or via receiving an alert from the NHS 'Test & trace' process or they have had a positive result from either an LFD or PCR test or they are legally required to quarantine, having recently visited countries outside the Common Travel Area. They must immediately cease to attend and not attend for at least 10 days <u>from the day after:</u> a. the start of their symptoms b. the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test);	4	2	8	M	1. Remind parents & staff that the 10 full days self-isolation period for persons displaying symptoms is still current. Other Household members still need to isolate for 10 days; 2. Any person – staff or Pupils or members of their household, if producing a positive result on an LFD test device, <u>must isolate</u> until they can firstly undergo a PCR test within 2 days and whilst waiting for the PCR result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative,	Letters to parents and staff 20/05/20 and 21/05/20 respectively. Information provided to parents and staff in 'September 2020 Returning to School Protocol and Procedures' Dated July 2020 A reminder was sent at the start of term and informed of change of isolation period from 7 to 10 days (KM/MH 3.9.20) Parents informed by Class Dojo 14.12.20

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			<p>2. School & Nursery settings do not need to take children/pupil's temperatures every morning;</p> <p>3. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> a. the symptomatic person subsequently tests positive; b. they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test); c. they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated); d. they have tested positive 					<p>it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	<p>All visitors/contractors will be given a leaflet to read on entry to school outlining school procedures. 15.7.20</p> <p>Staff completed LFT twice weekly and report findings to SLT and NHS. 15.1.21</p> <p>There is no requirement for primary pupils to be carrying out asymptomatic testing.</p> <p>Any visitors/volunteers/contractors who are due to be on site for a set period are included in the</p>
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			from an LFD or PCR test as part of a community or worker programme.						schools LFT twice weekly testing.
COVID19 virus being accidentally brought onto the site.	<ol style="list-style-type: none"> 1. Transmission of COVID19 to the School/ Nursery community; 2. Some BAME children/ pupils & staff members are statistically at higher risk; 	Children/ Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. School Management will notify pupils & parent and staff of the process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom; 2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or 	4	2	8	M	<ol style="list-style-type: none"> 1. Where Classroom settings can keep children and young people in these groups away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk. With younger pupils or pupils with complex needs, this may not be possible at all times therefore staff should avoid face to face contact and minimise the time spent within 1-metre of anyone; 2. School will be resuming Breakfast Clubs. If it is not possible to keep pupils in the same Class or Year 	<p>KM – guidance given to staff and classrooms re-arranged and de-cluttered to comply with DfE guidance w/b 18/05/20.</p> <p>DfE hand & respiratory posters displayed in all classrooms and communal areas. Lidded bins provided for all classrooms. Timetable arrangements in place – letter to parents 20/05/20 and 13/07/20 Class preparation checklist distributed to teachers</p>

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			<p>sanitiser ensuring that all parts of the hands are covered. The hand washing times should be:</p> <ol style="list-style-type: none"> When arriving at School; Returning from breaks; When they change rooms; Before & after eating; Support those pupils who may need assistance in washing their hands effectively or more frequently because of medical conditions e.g., pupils who use saliva as a sensory stimulant; <ol style="list-style-type: none"> School Management will update pupils, their Parents and staff on the required behaviour policies. This will be undertaken as soon as practicable in the Spring Term with the consequences for poor behaviour & deliberately breaking rules, including the likely sanctions; Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; Cleaning frequently touched 					<p>groups, then consistent groups in the Clubs will be adopted;</p> <ol style="list-style-type: none"> Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or nursery building; Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/staff; Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to 	<p>15/05/20. Social distancing markers on drop-off and collection points.</p> <p>Staggered starts and breaktimes outlined to parents and staff in letter dated SLT 15/07/20. And re-issued 24.2.21</p> <p>Nursery/Reception 9-3 Y1 – 8:50 – 2:55 Y2 – 8:40 – 2:50 Y3 – 9:00 – 3:15 Y4 – 8:40 – 3:05 Y5 – 8:50 – 3:10 Y6 – 8:30 – 3:00</p> <p>No school visitors on site without prior arrangement. Parents to</p>
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			<p>surfaces e.g., books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</p> <p>6. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break & lunch times). Adequate time will be allowed for cleaning surfaces in the Dining areas;</p> <p>7. In the School/ Nursery Reception area, mark out a 2-metre exclusion zone OR use barrier screens for any visitors to remain behind whilst dealing with staff. A record of all visitors to a School setting must be maintained, with visits outside school hours being the preferred option;</p> <p>8. School will maintain consistent, distinct groups or 'bubbles' that do not mix which makes it quicker and</p>					<p>reduce the risk of transmission;</p> <p>6. Lidded Bins for tissues are emptied throughout the day;</p> <p>7. School Management will promote Staff & Parents awareness of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert;</p> <p>8. Staff & Parents aware of their responsibility to inform school management if they are required to quarantine having recently visited countries outside the Common Travel Area;</p> <p>9. Supply teachers, peripatetic</p>	<p>contact school by telephone or email – letter to parents dated 20/05/20 and September school re-opening document 15/07/20</p> <p>Behaviour Policy updated and shared on website and with staff 14.7.20 and reminded of behavioural expectations and Covid protocols upon return to school 8th March</p> <p>Pupil lunch to be in classrooms for the Autumn term. Lunch arrangement parent letter 17.7.20 05/10/20</p>
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			<p>easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. School will endeavour to limit interaction and the sharing of rooms and social spaces between groups as much as possible. We will keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> a. specialist teaching; b. wraparound care; c. transport; <p>9. For smaller Primary schools, individual classes/ years should be normally be their own 'bubble' or group. In larger Primary Schools, the individual class will form the individual 'bubble' or group. This may produce situations where siblings are in different groups;</p> <p>10. Teachers and other staff <u>can</u> operate across different</p>					<p>teachers/ sports coaches and those working in before and after school clubs/ can now move between schools. The persons concerned should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual;</p> <p>10. Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should</p>	<p>Hot lunches re-introduced for all pupils in Year R–6. Pupils dine in the school hall in their year group.</p> <p>Visits suspended for new admissions, settling-in and no performances will be organised.</p> <p>No pupils arrive via public transport; therefore, we do not anticipate any children arriving in school with face masks. Wearing a face covering or face mask is not recommended inside primary schools by the Government.</p>
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			<p>classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;</p> <p>11. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Where space allows, we will attempt to seat pupils side by side and facing forwards, rather than face to face or side on. Pupils will be sat at the same desk each day and there will be no need to adjust our Class sizes from the usual;</p> <p>12. Pupil groups will be kept apart, meaning that large gatherings such as assemblies or collective worship <u>with more than one</u></p>					<p>remain 2 metres from pupils and staff where possible;</p> <p>11. Staff may need to be redeployed; however, any redeployments will not be made at the expense of supporting SEND pupils;</p> <p>12. A transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very</p>	<p>Hand-washing schedule in document to parents 15/07/20 (SLT 15.7.20)</p> <p>Parents informed that it may not be possible to keep pupils attending Breakfast Club in year groups, but the groups will be consistent and limited to a max. of 15 and social distancing will be practised as much as possible.</p> <p>(SLT 4.9.20)</p> <p>Additional posters and wellbeing lessons will be taught to ensure good respiratory hygiene. Teaching staff will continue to promote good</p>
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			<p><u>group</u>, will be suspended until further notice;</p> <p>13. Wearing a face covering or face mask for pupils in Primary schools is not recommended by Government. From 17th May 21, face coverings are no longer recommended to be worn by staff <u>in Classrooms</u>. However, staff and adult visitors should continue to wear face coverings in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas);</p> <p>14. Face visors or shields should not normally be worn as an alternative to face coverings/masks;</p> <p>15. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home.</p>				<p>limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles;</p> <p>13. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this must be considered alongside the comfort and breathability of a face covering which contains plastic which may mean that the face covering is less</p>	<p>hygiene. SLT 3.9.20</p> <p>Already agreed school student placements will continue. No further placements will commence during the Autumn term</p> <p>Volunteers have now returned to school. Any visitors/volunteers/contractors who are due to be on site for a set period are included in the schools LFT twice weekly testing. 13.5.21</p> <p>4.1.21 – in response to Tier 3 and a growing</p>
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			<p>A fluid resistant (IIR type) face mask must be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask must be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (goggles or face shield) should also be worn;</p> <p>16. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>17. Ensure that all adults and children are aware to:</p> <p>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</p>					breathable than layers of cloth.	<p>concern nationally, the school requires staff to wear face masks when there is potential for a face-to-face meeting with parents e.g. receiving/escorting children on site. <u>And in communal areas around the school where distancing cannot occur</u> KM will inform staff of this additional measure and make staff aware that masks should be worn rather than shields. 8.3.21. Additional stocks of masks purchased for both sites and placed in staff rooms. 8.3.21</p>
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			<ul style="list-style-type: none"> b. Clean their hands-on arrival at the School/ Nursery, after using a toilet, after breaks, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for pupils and children who have trouble cleaning their hands independently; 						<p>PPE: 2 pairs of goggles and face shields placed on each site. 28.8.20</p> <p>School behaviour policy addendum to ensure all policies are adhered to by all pupils: 24.5.20 and will be shared again at the start of the autumn term. Behaviour policy reviewed with addendum included MH 13.7.20 The ongoing cleaning regime will continue next term with the use of bleach and antiviral disinfectant where</p>
			<ul style="list-style-type: none"> 18. The School usual uniform policy will resume, with parents notified that pupil uniform does not need cleaning any more often than usual or cleaned using different methods from normal; 19. Maximise natural & mechanical ventilation throughout the school/ nursery setting e.g., opening 						

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			<p>windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air;</p> <p>20. To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider:</p> <ul style="list-style-type: none"> a. opening high level windows in colder weather in preference to low level to reduce draughts; b. increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) c. providing flexibility to allow additional, suitable indoor clothing – for more information see school 					<p>appropriate in accordance with the most recent guidance. Each classroom will have its own disinfectant spray, cloth and lidded bins. Staff within the classroom will also empty the lidded bins (if required) and clean items used and touched surfaces.</p> <p>(EB/Staff and cleaning staff)</p> <p>A minimal number of items were returned to the classroom in readiness for September. Soft furnishings etc. will not be returned to the classroom.</p>
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			<p>uniform;</p> <p>d. rearranging furniture where possible to avoid direct draughts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces;</p> <p>21. Accessing Classrooms directly from outside where possible *See local signage at the School;</p> <p>22. Stagger the following activities so that all children are not moving around the school/ nursery at the same time:</p> <p>a. Assemblies;</p> <p>b. Break times including lunch. Dining areas must be cleaned between groups;</p> <p>c. Drop-off & collection times;</p> <p>d. Place divider markings down the middle of the corridor to keep groups apart as they move through the School/</p>						<p>Starting times, breaks and lunches will be staggered for each year group. Site entry restricted to one entrance on both sites. (SLT 3.9.20)</p> <p>Parent letter sent 14.7.20</p> <p>Staff briefings will take place in the school hall or outside ensuring social distancing is adhered to. (SLT)</p> <p>KM email to staff to remind them of the importance of ventilation in classrooms at all times. 26.2.21</p> <p>Limited use of</p>
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			<p>Nursery setting where spaces are accessed by corridors;</p> <p>e. Monitor that toilets & cloakrooms do not become crowded by limiting the number of children who use the toilet facilities at one time;</p> <p>23. School Management will support & promote the asymptomatic testing process using the LFD routine test kits for staff to <u>voluntarily</u> test twice weekly at their homes & follow the guidance and risk assessment set out for their settings;</p> <p>24. Separate to the asymptomatic testing regime, School received an initial supply of 10 PCR test kits before the start of the autumn term in 2020. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes</p>					<p>staff room – see staff information sheet for details. Staggered breaks / lunches for all staff</p> <p>Staff and parents informed of test and trace in 'Returning to School Protocols and Procedures dated July 2020'</p> <p>Staff and Parents informed of changes occurring over summer holidays in back to school letter 3.9.20 (SLT)</p> <p>Each year group will be its own bubble.</p> <p>Guidelines for staff during</p>
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			<p>symptomatic, and School Management believe they may have barriers to accessing testing elsewhere where the kits can be given directly to:</p> <p>a. Staff - If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19);</p> <p>b. Parents collecting a pupil who has developed symptoms at School;</p> <p>25. Parents/ Carers notified that if their child needs to be accompanied to the School or Nursery setting, only one parent/ carer should attend;</p> <p>26. Parents/ Carers and young people are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising person to person contact (for example, which entrance to use);</p> <p>27. Notify Parents/ Carers that</p>					<p>working hours issued to all staff 21/05/20</p> <p>Shropshire HR Advice Team Coronavirus Frequently Asked Questions for staff in Schools and Academies (as at 13/07/2020)</p> <p>Government advice has been sought (telephone call to DfE 06/07/20) re sharing of toilets by different year groups (bubbles). This is allowed providing the year groups do not use the toilets at the same time. This is relevant to Year 3 & 4 and Year 5 & 6.</p>
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			<p>they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>28. Stagger the use of staff rooms and offices to minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>29. Canteens, School Kitchens and School meal providers will resume supply from 8th March 2021. There is specific guidance for Canteens & School meal providers for them to observe;</p> <p>30. Pupils and Teaching staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development;</p> <p>31. Individual and very frequently used equipment, such as pencils and pens,</p>						<p>PPE will be worn as recommended by the government in required situations. Staff issued with instructions on how to wear PPE 21/05/20. There is adequate handwashing facilities and sanitiser is also available in all areas.</p> <p>(EB and cleaning staff – ongoing)</p> <p>Handwashing regime in place; shared with staff, parents and children; letter dated 20/05/20 - posters displayed and teachers will re—enforce the message. Classrooms will</p>
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			<p>staff and pupils will have their own items that are not shared;</p> <p>32. Classroom based resources, such as books and games, can be used and shared within the pupil group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and <u>always before it is moved between classes/ bubbles</u>, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups;</p> <p>33. School will assess the ability to clean equipment used in the delivery of therapies e.g., physiotherapy equipment or sensory equipment, to determine whether this equipment can withstand cleaning and disinfecting</p>					<p>be ventilated.</p> <p>Staff completed LFT twice weekly and report findings to SLT and NHS. 15.1.21</p> <p>Barrier screen fitted at Sandpits Road. Glass window dividing visitors from staff at Clee View reception. EB 3.9.20</p> <p>Pupils will sit side by side, 2 to a desk and facing forward. Teachers - ongoing</p> <p>Assemblies will be for year groups only with strict hand-washing before and after</p>
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			<p>between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> a. restricted to one user; b. left unused for a period of 48 hours (72 hours for plastics) between use by different individuals; <p>34. Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</p> <p>35. Outdoor playground equipment can be used but will be more frequently cleaned. This also applies to resources used inside and outside by wraparound care providers;</p> <p>36. For Physical activities, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different</p>					<p>entering the hall.</p> <p>Guidelines for treating someone with symptoms outlined in 'September 2020 Returning to School Protocol and Procedures' distributed July 2020. DfE guidance will be followed with regards to isolation, first aid, Covid19.</p> <p>Adults and children informed of the need for hand washing in letters dated July and September. KM/MH 3.9.20</p> <p>All visitors will sign in at reception and leave their contact details.</p>
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			<p>individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise. School can work with external coaches & organisations for PE activities & we will obtain a copy of their Risk Assessments before doing so. Indoor and outdoor competition between different schools can take place;</p> <p>37. School Management have noted that there may be an additional risk of infection in environments where pupils or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk,</p>					<p>These will be retained for 21 days as per Government requirements. Disposable Visitor Stickers will be issued rather than badges.</p> <p>There are no inter-school competitions/meets scheduled for the summer term.</p> <p>Staff are asked to limit the number of individuals in the staff room to 4.</p> <p>2m distance posters are displayed around the school.</p> <p>If at all possible, essential maintenance and routine checks</p>
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Fire and Risk Management Services

			<p>particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, handwashing before & after handling instrument, physical distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, although singing is allowed as part of an act of worship;</p> <p>38. Floor tape or paint to mark areas to remind staff to keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment must be cleaned in between users;</p> <p>39. If staff meetings are necessary, keeping all</p>					<p>will take place either before or after school. EB 3.9.20</p> <p>No school visitors on site without prior arrangement. Parents to contact school by telephone or email – letter to parents dated 20/05/20 and again dated 13/07/20 School routine guidance to staff will include points 17, 18 and 19.</p> <p>Where it is safe to do so, doors will be held open. Windows will be opened where practical.</p> <p>Staggered arrival,</p>
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Fire and Risk Management Services

			attendees 2-metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.						<p>departure and break times.</p> <p>Year group assemblies take place in the hall. Singing is not part of assemblies currently.</p> <p>Letter sent to parents re drop off and collection times and addressing point 20-22. KM/MH 3.9.20</p> <p>Parents of Sandpits Road pupils reminded by KM through Class Dojo to stick to allocated times for arrival and departure and to disperse after dropping off their children rather</p>
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									<p>than congregating in groups. 04/11/20</p> <p>Staff guidance document will inform staff of need to distance in staffrooms.</p> <p>As currently happens, pupils will have their own tray with all the stationery items they will need to avoid sharing.</p> <p>Classroom based staff will continue to clean items and surfaces.</p> <p>Large spray can and disinfectant will be used to spray outdoor PE equipment which may be shared</p>
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Fire and Risk Management Services

									<p>between bubbles after an appropriate period of time.</p> <p>Teachers/LA - ongoing</p> <p>Assemblies/classes will not include singing or choral speaking for the autumn term – unless outside.</p> <p>KM/MH/teachers</p> <p>Shared workstations will be cleaned in between different users. Wipes or spray will be provided for this purpose.</p> <p>MS/SB/EB - ongoing</p> <p>Staff meeting will continue to take place on TEAMS if necessary.</p> <p>Staff guidance</p>
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									<p>asks staff to use sanitiser when signing in.</p> <p>BAME pupils have been contacted.</p> <p>KM/MH 3.9.20 No BAME staff.</p> <p>4.1.21 – Staff to revisit the protocols for hand-washing and distancing with children on first day in January. Staff reminded of agreed numbers in shared areas. PPA can be taken at home or in agreed ventilated spaces with no through human traffic. Letter to parents requiring masks to be worn for</p>
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									<p>drop off/pick up on Sandpits Road site and advised for parents on cV site (Advised because parents are waiting on public property) Pre-arranged visitors to site (key to school operations and improvement e.g. SIP and DHMAT advisors) are to continue.</p> <p>DHMAT/SIP visits paused for period of Lockdown Jan-March – meetings online instead.</p>
Transport & journeys to/ from School/ Nursery	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. School Management encourages parents and children & staff to walk or cycle to their school/ nursery where possible; 2. Government advice for passengers on public	4	2	8	M		<p>Transport N/A. No transport for school commuters and no trips planned in where transport is</p>

Fire and Risk Management Services

			transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre with a face covering' approach where this is not possible, , although social distancing should be put in place whenever possible;						<p>required.</p> <p>Parents requested to have 1 adult only accompany the child to school in letter to parents 20/05/20 and again in July 2020 SLT 3.9.20</p> <p>Parking restricted to one site (except for teaching staff) at Clee View.</p> <p>With the closure of Sandpits Road due to sewer works – parents will be notified and warned that they will have to 'Park and Stride'. Notice sent to parents from Amey (the main contractor) 10th</p>
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									July 2020. 4.1.21 - Letter to parents requiring masks to be worn for drop off/pick up on Sandpits Road site and advised for parents on cV site (Advised because parents are waiting on public property) Parents also reminded of need for one adult only when dropping off and collecting. Re-issued on 24.2.21
Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. If anyone becomes unwell with a new, continuous cough or high temperature (37.8°C) or anosmia in an education or childcare setting, they <u>must</u> be sent home and advised to follow the COVID-19: guidance for households with possible	4	2	8	M	1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment; 2. Education settings as employers can book tests through an online digital	Staff completed LFT twice weekly and report findings to SLT and NHS. 15.1.21 School Protocol and Procedures' guidance and risk

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			<p>coronavirus infection guidance. If a pupil displays COVID-19 symptoms while at school they should be collected by a member of their family or household;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE must be worn by staff</p>					<p>portal. There is also an option for employees to book tests directly on the portal. LFD test kits are made available to staff members for routine testing at their homes.</p> <p>3. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 full days because of a contact alert.</p>	<p>assessment shared with staff, July 2020. SLT 15.7.20</p> <p>Covid19 guidance shared with all staff and parents letter dated 20/05/20 and in document above July 2020.</p> <p>Staff meeting 21/05/20.</p> <p>PPE guidance issued 21/05/20 and again Sept 2020. SLT 3.9.20</p> <p>Designated room for pupils; Leaf at Sandpits Road and Reception area at Clee View.</p> <p>Adequate number of named</p>
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Fire and Risk Management Services

			<p>caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature (37.8°C) or anosmia, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <u>must</u> wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the</p>					<p>first aid trained staff on both sites.</p> <p>EB/MH 3.9.20</p> <p>DfE guidance will be followed with regards to isolation, first aid, Covid19 symptoms for staff and pupils.</p> <p>PPE in isolation room - on each site. All staff issued with guidance for wearing it.</p> <p>Poster created on doors of both rooms as reminder of the steps to follow</p> <p>MH 3.9.20</p> <p>SLT understand the Test and Trace process and</p>
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Fire and Risk Management Services

			<p>affected area with normal household disinfectant must occur, after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All staff and pupils/ children who are attending a school or nursery setting will have access to a test if they display symptoms of coronavirus and should get tested in this scenario;</p> <p>8. Where the child, pupil or staff member tests subsequently positive, the rest of their Class or group within their Nursery should be sent home and advised to self-isolate for 10 full days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms;</p> <p>9. Schools Management understands the NHS Test</p>					<p>know when to contact the local Public Health England health protection team. https://www.gov.uk/health-protection-team DFE guidance to be followed for all staff/children displaying symptoms.</p> <p>Staff displaying symptoms to be referred for testing by school or they can book a test themselves following NHS guidelines: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-</p>
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Fire and Risk Management Services

			<p>and Trace process and how to contact their local Public Health England health protection team or if additional support is needed, then contact the DfE Helpline on 0800 046 8687, option1;</p> <p>10. School Management have ensured that staff members and parents/carers are aware that they will need to be ready and willing to:</p> <p>a. Book a PCR test if they are displaying symptoms. Staff and pupils must not come into School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing LFD kit;</p> <p>b. Provide details of anyone they have been in close contact with if they were</p>						<p>coronavirus/ Where a child/ adult tests positive all staff and pupils in the class will be notified by the school and subsequently sent home and advised to self-isolate for 14 days.</p> <p>Parents will be asked to request a test for their child if they are displaying symptoms. Parents asked to inform school if a test returns a positive result .</p> <p>School Management will contact the local health team if they are aware of</p>
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Fire and Risk Management Services

			<p>to test positive for COVID-19 or if asked by NHS Test & Trace;</p> <p>c. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19;</p> <p>11. Anyone who displays symptoms of COVID-19 can and should get a test;</p> <p>12. School Management <u>must</u> take swift action when they become aware that someone who has attended School has tested positive for COVID-19. School Management will contact the local health protection team. This local health protection team will also contact schools directly if they become aware that someone who has tested positive for COVID-19 attended the school – as identified by NHS Test and Trace;</p> <p>13. If Schools has two or more confirmed cases within 14</p>						<p>a positive test result. We will follow all guidance issued.</p> <p>KM/MH/SLT - as needed</p>
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Fire and Risk Management Services

			<p>days, or an overall rise in sickness absence where COVID-19 is suspected, we may have an outbreak, and School Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>14. In some cases, our local health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>						
Educational visits	<ol style="list-style-type: none"> 1. Increased exposure to persons outside their community; 2. Reliance on the visit environment being kept clean & appropriately cleaned; 3. Visit to areas subsequently designated as a COVID19 	Pupils/ Staff	<ol style="list-style-type: none"> 1. School Management is aware that the UK is still operating under COVID-19 restrictions and that any educational visit that takes you to either Scotland, Wales or Northern Ireland must be COVID-19 compliant with the required regulations at the educational visit destination; 2. Government has relaxed the restriction on day 	3	3	9	M	<ol style="list-style-type: none"> 1. Bubble size considerations: <ol style="list-style-type: none"> a. Bubbles should only be formed from existing school bubbles such that residential visit bubbles only have pupils from a single existing bubble; b. Form bubbles no 	No Educational Visits planned for summer term.

Fire and Risk Management Services

	'hotspot'.		<p>educational visits from 12th April 21. A Risk Assessment must be submitted by the Trip Leader to School Management for approval before the trip occurs. School will also need to confirm with their Insurers that any offsite trip will be covered in the current pandemic;</p> <p>3. School Management are aware that domestic residential educational visits can resume from 17th May 21. Children will be kept within their consistent groups (bubbles) for the purpose of the visit;</p> <p>4. For residential educational visits, School Management will ask the accommodation provider to confirm that:</p> <p>a) They are confident they can maintain the integrity of the school bubble and prevent mixing with other guests and bubbles;</p> <p>b) Have assessed overnight</p>					<p>larger than circa 30 children – where possible we will aim to establish smaller bubbles;</p> <p>c. Only Teachers and members of the School workforce already part of the established school bubble should accompany pupils on the visit as they are part of the existing school bubble – they do not count towards the bubble size above;</p> <p>d. Parents, carers or volunteers <u>should not</u> accompany the group to maintain the integrity of the</p>	
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Fire and Risk Management Services

			<p>sleeping arrangements in line with the size of the group that will be expected to share rooms or dormitories, particularly in respect of measures to ensure appropriate ventilation;</p> <p>c) Have measures in place to ensure the effective and frequent sanitising and cleaning of any shared facilities such as:</p> <ol style="list-style-type: none"> I. bathrooms kitchen or dining; II. any potentially shared equipment or communal facilities; III. frequent touched surfaces; <p>5. Overnight sleeping arrangements place children and staff at increased risk of exposure to COVID-19. As a consequence, if the educational visit contains more than 6 people, we will ensure that the bubble is broken down into smaller groups for sleeping and</p>					<p>bubble;</p> <p>2. The Visit Risk Assessment should include how the integrity of the bubble will be maintained throughout (including during recreational times) – we will not:</p> <ol style="list-style-type: none"> a) 'Top up' or mix the bubbles at any time during the visit; b) Think very carefully about how we will maintain the integrity of large bubbles; c) The integrity of the bubbles will be maintained and bubble mixing prevented if more than one bubble is going on the trip 	
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Fire and Risk Management Services

			<p>room sharing is limited as far as possible. Members of school staff will have their own single room and will not share with other members of school staff;</p> <p>6. Given the complexities attached to international travel at this stage of the pandemic, Government recommends schools do not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4;</p>					<p>d) How we will maintain the bubble throughout the visit and ensure that bubbles do not mix with other school groups or bubbles or other guests;</p> <p>e) Contingency plans enable a rapid response to symptoms developing in the group or someone needing to self-isolate.</p>	
Stress upon staff members	<p>1. Roles may be overlapping with greater demands in shorter term;</p> <p>2. Parents may make increased demands upon staff.</p>	Staff	<p>1. Prioritisation of important tasks for the School/ Nursery community for that day/ week;</p> <p>2. Regular feedback & updates for remaining staff as a group activity;</p> <p>3. Risk Assessments & safety information made easily available to all staff e.g.,</p>	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.	<p>Staff wellbeing included as an agenda item for each staff meeting – include LA/ancillary staff.</p> <p>SLT - ongoing</p> <p>Adequate staffing rota in place.</p>

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			<p>copies displayed on H&S Notice Board;</p> <p>4. Staff kept informed of developments before pupils/ children & parent community;</p> <p>5. Staff aware of need to report concerns to School Management;</p> <p>6. Governing Body aware of the need to support Headteacher & Leadership Team.</p>						<p>There are sufficient staff available to cater for the increased numbers without impacting on other groups. Communication with staff will continue to be via email or Microsoft Teams. All letters to parents also shared with staff. Daily staff briefings as required. Copies of essential documents available in the staff rooms on both sites. Re-enforcement of parental guidance on using Class Dojo. 4.1.21 – email / Teams meeting with staff to</p>
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									gather initial feeling from changing national picture in relation to Union message regarding the return to school post-Christmas 2020. SLT/staff ongoing
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S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher			
Print Name:		Signature:	Date:
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by: Matt Hood		Review date: 14 th July 2021	Existing risk assessment valid? (Y)

Fire and Risk Management Services

Has the activity changed?	How: Despite national changes/relaxation to the guidance on opening schools and control measures e.g. masks, bubbles etc, Ludlow Primary School shall continue with the existing measures for the last three days of term.	New controls: None – continuation of the existing controls. Parents will be informed of this prior to 19 th July.
Have new equipment or materials been introduced? (N):	What:	New controls: