

Description of Activity / Person / Area / Equipment being assessed	Provision of childcare/education during the Covid-19 pandemic.
Section(s) / Team(s) covered	All Saints Benhilton Primary School, Sutton
Location(s) covered	School Premises
Date of Original Assessment	18/05/20

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	18/05/20	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	

Has action been taken	YES
Confirmed by Line Manager?	YES
Lead Assessors name (print)	SLT, JJ (Governor), EM - Covid Working Group (CWG)
Lead Assessor's signature	GM
Date:	18/05/20

Has action been taken	YES
Manager's name (print)	Karen Stanley-Bristowe
Manager's signature	
Date:	18/05/20

This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at healthandsafety@kingston.gov.uk.

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	18/05/20	Government have requested nursery/reception/year 1 and year 6 to return on 1 June. ASB will reopen on 1 June for Reception and Year 1 only. Followed by year 6 on 8 June.	CWG	w/c 18/05/20

Significant Hazards and Current Controls

Risk Rating : if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	M/H	<ul style="list-style-type: none"> Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets. 	L

				<ul style="list-style-type: none"> Government Guidance for schools provides specific advice in relation to those moderate risk , as follows: <i>“Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible.</i> <i>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. 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. 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.”</i> Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people 	
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2	People with symptoms of COVID-19 creating potential for transmission from person to person	Staff pupils visitors contractors	H	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19 or any respiratory symptoms – eg high temperature, runny nose, coughing, sore throat, etc.. • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'. <ul style="list-style-type: none"> • Poster: https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/WhctKJVqzfsNtdLsSjMqrlVvGXHGdjjZrjflwPvWlsgDKPixGXshCkFgbLSBrRHNCPPV?projector=1&messagePartId=0.1 	L
3	Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).	Staff	M/H	<ul style="list-style-type: none"> • Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions • Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. • Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. • School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). • If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme. 	L

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				<ul style="list-style-type: none"> Staff and school have access to official guidance from DfE and Public Health England. 	
4	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p> <p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>	<p>Staff pupils visitors contractors</p>	H/M	<ul style="list-style-type: none"> On arriving at school, all staff and pupils are required to take their temperature (i.e. before entering the school premises, for all pupils), wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments Link: guidance on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. Pupils and staff are encouraged to close toilet lids before flushing. First aiders have access to local handwashing facilities/hand sanitiser. Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. Touch screen sign in equipment in reception - all visitors will be asked to apply hand sanitiser before using the screen .. Increased cleaning of frequently touched surfaces using standard cleaning products. 	L

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	Classrooms and offices continued			<ul style="list-style-type: none"> ● Pupils 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. ● Desks could be arranged so pupils sit looking in the same direction (i.e. not facing each other). ● Where ground floor classrooms/offices have fire exits leading directly outside, these can be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils and staff are encouraged not to share pens or other stationery items. ● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 2 metre distancing rule. 	
6	Social Distancing - Drop off and collection times		M	<ul style="list-style-type: none"> ● Unnecessary travel on coaches, buses or public transport is avoided where possible. ● Parents are discouraged from gathering at the school gates. ● Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. ● The school regularly checks the Government Advice: 	L

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				<ul style="list-style-type: none"> ● Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents ● Link to SEND advice: https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance ● (the SEND link states it is current to the 31st May and will be updated before the 1st June 2020) 	
7	Social distancing - lunch and school canteens	Staff, pupils	M/H	<ul style="list-style-type: none"> ● Review whether it would be practical to have some groups eating lunch outside in good weather. ● Staggered lunch times to reduce the total numbers of people in the hall at any one time. Max of 42 in Main Hall and 15 in New Build. ● Queueing for lunch - social distancing rule of 2 m between people applied. ● Entrance into smaller areas (e.g. food servery if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time. ● Tables and chairs set apart. ● Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. ● Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare- 	L/M

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[settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june](https://www.gov.uk/guidance/settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june)

8	Social distancing - staff room and staff toilet facilities meetings	Staff	M	<ul style="list-style-type: none"> ● Protocol set for the use of kitchen and toilet areas - signage for one person at a time with distancing indicators on the floor. ● Staff are encouraged to close toilet lids before flushing. ● Staff make their own drinks and handle their own food. ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible. 	L
9	Social distancing - movement around school buildings	Staff, pupils	M	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● Some windows along corridors are opened to help with general ventilation where possible. 	L

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				<ul style="list-style-type: none"> • Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down. • To minimise close contact between users, lifts only to be used by those with disabilities or for staff moving heavy or large objects. • If heavily used, lift will be subject to the increased cleaning regime in the building. • Link to Government Advice on Social Distancing in schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes 	
10	Provision of first aid and medication	Staff, pupils	H	<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser/ facemasks (in the school office). • Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). • A disposable plastic apron is recommended. • Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Where possible a window is kept open in the first aid room to help ensure good ventilation. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • Where possible a window is kept open in the first aid room to help ensure good ventilation. • See also the section on 'Someone develops COVID-19 symptoms whilst at school' 	L

	<p>Administering medication</p>		<ul style="list-style-type: none"> ● Please see the following link for PPE guidance for first responders: <ul style="list-style-type: none"> ● https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877602/T3_Recommended_PPE_for_ambulance_staff_paramedics_first_responders_and_pharmacists_poster.pdf ● The following link provides information on donning masks: <ul style="list-style-type: none"> ● https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf ● The following link provides information on how to safely remove the masks and other PPE: <ul style="list-style-type: none"> ● https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf ● Government Advice for First Aid including Resuscitation advice: <ul style="list-style-type: none"> ● https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov ● Resuscitation Council Advice: <ul style="list-style-type: none"> ● https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ <p>Medication</p> <ul style="list-style-type: none"> ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication 	
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				<ul style="list-style-type: none"> • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. 	
11	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	M	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • If a pupil is awaiting collection, they are moved 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. • Where possible, a window is opened for ventilation. • If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the 	L

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				<p>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 should also be worn.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The school will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. • Link: Guidance on Cleaning in Non-Healthcare Settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	
12	Staff changing nappies	Staff	N/A	<ul style="list-style-type: none"> • Staff wear disposable gloves to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on Hand Hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf 	N/A

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13	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	M	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. 	L
14	Cleaning Lifts	Staff	N/A	<ul style="list-style-type: none"> • The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed • Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product • Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process • Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed. 	N/A
15	Storage and issuing of masks	Staff	M	<ul style="list-style-type: none"> • Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. 	L

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	Putting on the masks			<ul style="list-style-type: none"> The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf The following link provides information on how to safely remove the masks and other PPE: Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf 	
16	Ventilation	All	M	<ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf 	L
17	The potential for transmission of virus droplets from surfaces to the	All	M	<ul style="list-style-type: none"> Touch screen sign in equipment in reception - all visitors will be asked to apply hand sanitiser before using the screen . Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and 	L

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	<p>hands and then to the face -</p> <p>shared equipment,</p> <p>play equipment</p> <p>and toys</p>			<p>needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards.</p> <ul style="list-style-type: none"> • Sharing of computers and Ipads is avoided where possible. • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. • Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. • Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. • Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. 	
18	Fire Evacuation	All		<ul style="list-style-type: none"> • Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. 	
19	Food and drink	All	M	<ul style="list-style-type: none"> • Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc • Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. • Pupils are not allowed to swap food from their lunch boxes/plates. 	L
20	Communicating with staff and parents	All		<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. Emphasising their role in terms of the national approach would also be 	

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				appropriate as that potentially impacts on school life and the whole pandemic control measures.	
21	COVID controls declaration	-	-	<ul style="list-style-type: none"> The Government has produced a declaration poster for employers to display which schools may like to display: Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf 	

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
2, 5, 6, 7, 9,	Virus transmission.	<p>Nursery pupils will not attend from the 1 June for the following reasons:-</p> <ul style="list-style-type: none"> • not of statutory school age • the nursery class rooms need to be used for the reception classes • high contact risk with education of this year group <p>Year 6 to attend w/c 8 June. We do not have sufficient staff or known procedures to accommodate these pupils from 1 June.</p> <p>Staggered start/ end to the school day with separate entrances for each year group (Reception and Yr1), Staggered break/ lunch times.</p> <p>Table with the start/end times, staff assigned to each class - see appendix A</p>	M	All	01/06/20		
4, 8,	Prevention	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and tissues/ soap available <p>Follow the government guidance regarding absence periods for sickness</p> <ul style="list-style-type: none"> - Increase hygiene procedure 	L	All	Ongoing		

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10, 13, 15, 16, 17, 19, 20, 21		<ul style="list-style-type: none"> - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - No trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Regularly review <i>Core Control Measures and make changes as necessary</i> <p>Reducing contact situations:</p> <ul style="list-style-type: none"> - Worship (Google hangouts- outside?) - Carpet time - No water based play - School events/ Trips - Staff room max 10 people to congregate at any time <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a non-contact thermometer at start of school day or when an individual may display symptoms . - Increase time of exclusion from school for those with symptoms in line with government guidance - Sending home any children with <u>any</u> symptoms <p>Additional Cleaning including deeper cleans (already in place)</p> <ul style="list-style-type: none"> - Deep cleans (following the advice from public health England who will send in an advisor to inspect and make recommendations). - Closure of lettings and building use (Brownies) <p>Reduction or exclusion of visitors</p>					
11	Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. - Deep clean core areas 	M	All	Ongoing		

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		<ul style="list-style-type: none"> - Inform staff (especially vulnerable) - Core reminders of hygiene <p>Contact parents – general information about sickness etc.</p>					
11	Confirmed case in school	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. - Deep clean core areas - Inform staff - Core reminders of hygiene (all staff and children) <p>● <i>Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</i></p>	M	All	Ongoing		
11	Suspected case in a family	<ul style="list-style-type: none"> ● Children in the family to remain at home for a fixed period of time (as advised by DFE/NHS) ● Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. <p>● <i>Increase monitoring of pupils</i></p>	M	All	Ongoing		
11	Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time (as advised by DFE/NHS) - Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. <p>● <i>Deep clean of the classroom and school</i></p>	M	All	Ongoing		

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3	Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / SLT Cover ● <i>Where too many – partial closure for certain classes or part time / AM / PM classes</i> 	L	CWG	Ongoing		
3	Support staff shortage	<ul style="list-style-type: none"> ● <i>Supply / Prioritise most needy children / classes with remaining staff</i> 	L	CWG	Ongoing		
2	Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat ● <i>Discuss with parents the initial steps and agree key actions re. isolation/seclusion</i> 	L	CWG	Ongoing		
2	Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition ● <i>Consider working from home</i> 	L	CWG	Ongoing		
2	Staff with symptoms	<ul style="list-style-type: none"> ● <i>Stay at home; follow NHS 111 advice; discuss with HT</i> ● Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. 	L	CWG	Ongoing		
2	Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; ● <i>Consider working from home</i> 	L	CWG	Ongoing		

Shared Service

2	Kitchen shut down	<ul style="list-style-type: none"> ● Parents to provide packed lunches (PPG children offered foodbank vouchers) 	L	CWG	Ongoing		
2	Site team shortage	<ul style="list-style-type: none"> ● Discuss with cleaning contractor cover arrangements in good time 	L	CWG	Ongoing		
2	Leadership shortage	<ul style="list-style-type: none"> ● Access via phone 	L	CWG	Ongoing		
2	Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT ● Inform parents not to phone unless emergency 	L	CWG	Ongoing		
11	Other school users	<ul style="list-style-type: none"> ● Inform of control measures, including the possibility that a suspension or usage may occur. 	L	CWG	Ongoing		
11	Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through Google classroom and other digital learning platforms - Children to take Power Maths books home with them and will be directed to which units to do ● Possible use of technology to deliver assemblies / stories etc. 	L	CWG	Ongoing		
18	Fire Evacuation	<ul style="list-style-type: none"> - Risk of fire is greater than virus, therefore normal evacuation will be adhered to and social distancing applied at Muster points. 	L	CWG	Ongoing		

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.