

Spring Vale Primary School

Together Everyone Achieving More



COVID-19 Risk Assessment

Reviewed October 2021

Covid-19 Updated Risk Assessment Example / Template and Supporting Guidance for Schools

The Government has announced that from the 19th July 2021 the UK enters step 4 of the roadmap for Covid 19, a new phase of continued caution whilst managing the risks of COVID-19.

To support schools with this transition, below is an amended Risk Assessment template to reflect the lifting / easing of restrictions in schools. However, cautious guidance will remain (indicated by text highlighted green) as this is not yet a complete return to normal. Text highlighted red requires further detail to be provided by the risk assessor.

It is recognised that schools already have in place well developed risk assessments that consider their own unique circumstances, and in light of the fact that schools may need to either step up or step down risk control measures as we move through the third wave of the pandemic, this template is **not** designed to be a replacement document for existing assessments but rather support schools in identifying the minimum control measures that should be in place.

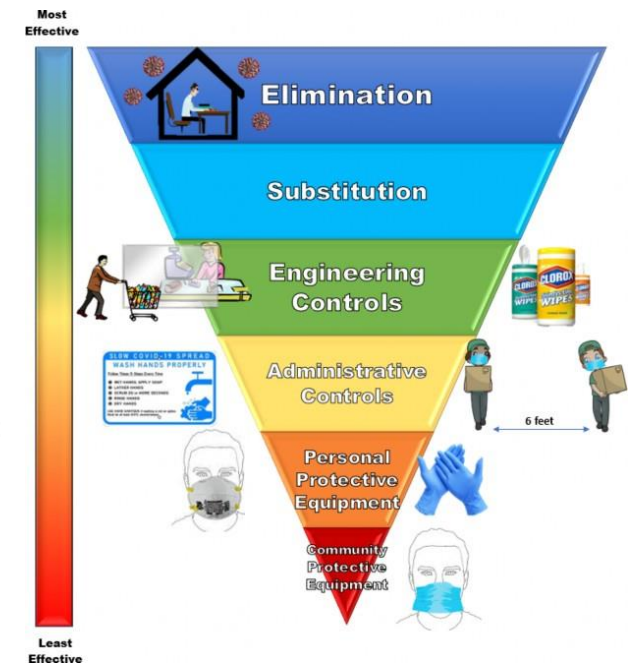
The example measures listed are based on current government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (last updated 19 July)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



Spring Vale Primary School Covid-19 Risk Assessment (October 2021)

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff	Public Transport Anyone who needs to take public transport will be referred to government guidance	L	<ul style="list-style-type: none"> A supply of spare face coverings will be kept for any staff member, parent/carer, child or visitor who regularly travels via Public Transport. 	Office Staff	For Sept 2021	
	Parents / carers / visitors	School drop off / collection <ul style="list-style-type: none"> Only one parent/carer is encouraged attend Measures in place to prevent parents / carers gathering at entrance gates / doors. 	L	<ul style="list-style-type: none"> LMT and site manager monitor entrance/exit gates at the start and end of day. Staggered times at start and end of day. Flexible start to the day – children can arrive between 8:30 and 8:45 a.m. Children enter directly into classroom or Y5 / Y6 entrance (manned by staff) Staggered exit to the day: children can be collected directly from external classroom doors between 3:00 and 3:15 p.m. Different exits/entrances & routes around the school site – parents encouraged to use their nearest entrance/exit and maintain social distancing: All routes clearly signposted All stakeholders are regularly reminded via school text messaging service, emails, school website, Teams, newsletters. Signage is displayed around the school site at all entrances / exits regarding the rules. Queuing system designed, set up and then maintained 	LMT Site Manager	For Sept 2021	
		Car Sharing <ul style="list-style-type: none"> Schools should continue to consider how staff arrive and leave school – particularly if they car share. 	L	<p>Car sharing should be avoided if possible but if it's not possible then it should be discussed with the staff member and that they are ensuring to take the following precautions:</p> <ul style="list-style-type: none"> Travel with windows open Wear face coverings for the entire journey The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 	Individual staff	From Sept 2021	
Spread of Covid-19 through person to person contact	Staff Pupils Cleaners Contractors	Limiting contact with someone potentially suffering from coronavirus <ul style="list-style-type: none"> Everyone will be asked not to come into school if they need to self-isolate under current government guidance. If pupils or staff have travelled abroad, they will be asked to follow the current government guidance. Anyone self-isolating with symptoms will be advised to do so in line with 	L	<ul style="list-style-type: none"> Regular reminders will be given about this. School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	LMT	From Sept 2021	

<p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>current government guidance, and to access testing and engage with the NHS Test and Trace process.</p> <p>Barriers / screens</p> <ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents / visitors / contractors <p>Promotion of good personal hygiene</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place. Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques. Children to wash hands before and after eating a snack and before and after eating dinner. Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note: hand gel is no substitute for thorough and effective handwashing) Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. Appropriate receptacles for disposal of tissues which are emptied throughout the day. Pupils discouraged from sharing cutlery, cups or food. Parents informed of hygiene expectations and to advise its discussed with their children. Parents informed that children are to wash their hands for 20 seconds 	<p></p> <p>L</p> <p>L</p>	<p></p> <ul style="list-style-type: none"> Only two parents/visitors allowed in the foyer at one time. Screen is in place to separate staff from parents/visitors Parents/carers are asked to social distance when waiting to be seen <ul style="list-style-type: none"> All sinks in classes, shared areas and toilets have warm water and soap dispensers Sinks are cleaned daily at the end of school Additional cleaning in place during the day (Members of the cleaning team cleans all classrooms/associated toilets as children go to lunch in the dining hall and outside) – under review due to staffing and costs All sinks checked by Cleaning Supervisor and Site Manager Soap dispensers are maintained and refilled at least daily by Site Manager Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). Timetable Handwashing throughout day: on entry to school, playtime, lunchtime, p.m. sessions, before leaving school, when changing rooms. Ensure sufficient paper towels in dispensers in all areas to be used Additional daytime cleaners also check this every day Hand sanitiser dispensers are sited around the school site where handwashing is not available Site manager to check that all sanitiser dispensers are adequately Ensure sufficient hand sanitiser in dispensers in all areas to be used Site Manager to notifyLMLT if any sanitisers are not being used Monitor and maintain supplies of hand sanitiser to ensure adequate stock in school. Ensure sufficient tissues for all children and staff. Staff to monitor supplies of tissues and inform Finance Officer if more are required. CM to ensure that lidded bins are in place in all classrooms Children will eat in Dining hall in their year groups (timetabled) with assigned lunchtime supervisor(s) where possible – under review Nov 2021 due to staff measures Two serving points available to reduce queueing times: main servery in large hall and portable servery station in small hall. Children will have own tray, own cutlery, own cup. CB to share expectations with all parents via Weekly Newsletter, website and individual text messages to parents (Teacher2Parents) 	<p>LMT Office Staff</p> <p>Site Manager</p> <p>Cleaning Team</p> <p>LMT</p> <p>Class teachers & support staff</p>	<p></p> <p>From Sept 2021</p> <p>From Sept 2021</p>	<p></p> <p></p> <p></p>
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		before coming to school and when they get home.					
		<p>Ventilation</p> <ul style="list-style-type: none"> Areas, particularly occupied spaces, are kept well ventilated using natural ventilation where possible. 	L	<ul style="list-style-type: none"> CB to remind all staff via HT Weekly Diary of importance of Ventilation Cleaners/teaching staff ensure manually controlled windows or external sliding doors in each area are opened at the beginning of each day (number of windows dependent on outside temperatures). Upper windows will open automatically – throughout the day. <i>Designed for self-ventilation</i> All doors are propped open using door stops/wedges at the beginning of each day. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. Poorly ventilated work areas to be identified and steps taken to improve fresh air flow Note; CO₂ monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. 	<p>Site Manager</p> <p>LMT</p> <p>Cleaning team</p> <p>Teaching staff</p> <p>Fire Wardens</p>	From Sept 2021	
		<p>Social Distancing</p> <ul style="list-style-type: none"> Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms. 	L	<ul style="list-style-type: none"> Staff encouraged to wear face coverings when in the PPA / Staffroom except for when eating/drinking and able to maintain social distancing Staggered break times and lunch times for phases to reduce numbers of staff in communal areas All staff reminded via HT Weekly Diary of staffroom protocols and expectations (from LA H&S team) Posters displayed around school that remind staff and others about maintaining their distance/following procedures PPA room also set up so that tables only utilised by one member of staff at a time. 	<p>LMT</p> <p>H&S Working group</p> <p>All staff</p>	From Sept 2021	
		<p>Dealing with a suspected case (staff and / or pupil)</p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all 	M	<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>PPE required if;</p>	<p>LMT</p> <p>H&S Focus Group</p>	From Sept 2021	

		<p>times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> • In the case of a pupil who needs to be supervised before being picked up a window will be opened in the room to allow for fresh air ventilation and staff will wear a fluid-resistant surgical mask only if a distance of 2 meters cannot be maintained. If contact is necessary, supervising staff will also wear disposable gloves and disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following decontamination guidance. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time. • In exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken: <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or 		<ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, or gets a positive lateral flow test at school. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 			
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		<ul style="list-style-type: none"> The driver and passenger will maintain a distance of 2 metres from each other; or <p>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so.</p>					
		<p>Controlling other users of building (visitors / contractors)</p> <ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations. Compulsory handwashing / use of gel before entering school. 	L	<ul style="list-style-type: none"> Signage on main entrance doors – automatic doors on exit only during the day Site Manager to liaise with any planned contractors visiting site – sharing guidance and procedures in place LA teams/depts – own risk assessments in place Screens in place in the Main Reception area Staff at entrance points to enforce hand hygiene to any visitors / contractors Hand sanitiser dispensers sited around school where handwashing is not available: 	LMT Admin Staff Site Manager	From Sept 2021	




		<p>Indoor and outdoor performances with an audience</p> <ul style="list-style-type: none"> School staff will consult the guidance on performing arts when planning indoor and outdoor performances. Staff will consult this guidance on delivering outdoor events when planning for outdoor performances 	L	<ul style="list-style-type: none"> We are adopting a cautious approach to whole school gatherings and assemblies with audiences. Gatherings in the hall will initially be limited to a phase A hybrid approach to parents/carers meetings will be in operation. When parents/carers are invited into school for meetings, these will be held in the main hall, with good ventilation and seats spaced out to encourage social distancing. In the event of performances, we will consider holding multiple performances in order to reduce the number in the audience. 	Subject Leaders Phase Leaders	From Sept 2021	
		<p>Sports</p> <ul style="list-style-type: none"> In the Autumn term, where possible, we will again prioritise outdoor sport where possible. Where it's not, we will use large indoor spaces with sufficient ventilation. We will consult government guidance when planning for team sports. 	L	<ul style="list-style-type: none"> For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. 	PE subject leader & team	From Sept 2021	
Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents carers / Others	<p>Meetings or events (with staff, parents/carers, visitors, governors, colleagues)</p> <p>These will be:</p> <ul style="list-style-type: none"> in a large room with sufficient ventilation and enough space to allow for social distancing conducted by telephone or using video conferencing. a mixture of virtual and face-to-face 	L	<ul style="list-style-type: none"> Where this isn't possible, meetings will be conducted in a room large enough to allow for social distancing. Each member of staff accessing online training should do maintain social distancing and ensure adequate ventilation in rooms. All staff have access to Teams and can use this for virtual meetings AA to remind all staff of CPD for Microsoft Teams that they can access Sessions for Parents/carers held in the hall to allow maximum social distancing (max numbers = phase) 	LMT	From Sept 2021	
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors others /	<p>Cleaning (employed by school)</p> <p>Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>Appropriate cleaning products and methods are used:</p> <ul style="list-style-type: none"> Spray 'N' Wipe Optim-1 wipes Ultra Bac Viruscidial Cleaner Dettol All in One Spray Hot soapy water 	L	<ul style="list-style-type: none"> Cleaners are employed by the school and the school is cleaned every evening. Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 12:15 p.m.) to cleans all classrooms/touch points around school and associated toilets as phases go to lunch in the dining hall and outside CB created Cleaning Schedule and shared with Site Manager and Cleaning Supervisor Any changes and amendments made and schedule shared with H&S working group CB to regularly liaise with Site Manager and Cleaning Supervisor regarding the cleaning team. KK to complete Individual risk assessments for those members of cleaning team identified as vulnerable Cleaning is monitored and checked Cleaning Schedules are completed daily All cleaning schedules collated at the end of each week by CB and replaced with new schedules 	Site Manager Cleaning team CB	From Sept 2021	
		<p>Increased focused cleaning</p> <p>Increased focused cleaning and disinfecting objects and surfaces that are touched regularly (touch points)</p>	L	<ul style="list-style-type: none"> Classroom / Learning area furniture cleaned during day Staff reminded by Line Managers and via Teams to report any cleaning concerns to Site Manager Site Manager & LMT to ensure any cleaning concerns are actioned 	Site Manager	From Sept 2021	

		<p>particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods.</p>		<ul style="list-style-type: none"> • Share guidelines on reducing transmission through increased focus on cleaning touch points to all staff via Risk Assessment • Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 12:15 p.m.) to cleans all classrooms/touch points around school and associated toilets as phases go to lunch in the dining hall and outside –currently under review November 2021 due to staffing levels • All areas (including toilets) issued with spray bottle and cloth for staff to use if they wish. Core responsibility for cleaning remains that of cleaners. 	Cleaning team LMT All staff		
		<p>Additional items</p> <ul style="list-style-type: none"> • Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes • All cutlery and cups are thoroughly cleaned before and after use. 	L	<ul style="list-style-type: none"> • Any soft furnishings or items that need laundering or toys will be washed regularly using washing machine or hot soapy water • All cutlery, cups, trays etc steam cleaned or cleaned on full cycle dishwasher either in School Kitchen or staffroom 	All staff	From Sept 2021	
		<p>Positive Cases within school</p> <p>As soon as we hear that a staff member or child has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member/child had been symptomatic while in school.</p>	L	<ul style="list-style-type: none"> • Isolation area is the library and isolation toilet identified Lower KS2 toilet both clearly labelled • PPE kit provided by the LA • KK created a flow chart which states the procedure to be followed • Flow chart shared with all staff prior to appropriate year group re-starting school and also, visual reminder on Isolation room • Symptomatic person to be collected from designated external door • LMT to monitor PPE kit provided by LA – ensure sufficient supplies in school • Cleaning protocol adhered to - Member of cleaning team (wearing appropriate PPE) to clean area • Staff to keep line manager informed • Line manager to make daily contact with member of staff by phone and text to ensure their well-being and support their recovery. • Covid Coordinator (KK – Deputy Headteacher) to follow guidance from DfE / LA and Wton Public Health – record and maintain details of positive cases and monitor numbers / relationships etc 	LMT Cleaning team	From Sept 2021	
		<p>Reducing contact point activities</p> <ul style="list-style-type: none"> • School minimises activities which involve the passing of items around a class • School will cease hand shaking of visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire 	L	<ul style="list-style-type: none"> • Planning for activities with resources that do not need excessive sharing is in place • Children and staff wash hands or sanitise hands before activity • All children have identified table and chair with individual pencil case for equipment where possible • Children self-mark where possible and assessment used throughout the lesson. Books given out prior to the lesson and then hands washed • Gloves available to wear when handling books if staff prefer 	LMT All staff	From Sept 2021	

		<p>safety and safeguarding risks), to limit use of door handles and aid ventilation.</p> <ul style="list-style-type: none"> Employees should not share any foods and should only be making drinks for staff in their 'bubble' and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including snacks should be taken home at the end of the working day. 		<ul style="list-style-type: none"> CB to remind all staff via HT Weekly Diary of importance of Ventilation All doors are propped open using door stops/wedges at the beginning of each day. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. 			
		<p>Shared resources and areas</p> <ul style="list-style-type: none"> Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously. Any resources shared between staff, such as handheld radios, stationary, photocopiers, printers, laptops etc. , will be cleaned between use. The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared. Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use Teachers will wash their hands and surfaces before and after handling pupils' books. 	L	<ul style="list-style-type: none"> Any resources shared between staff will be cleaned frequently and meticulously (where appropriate) after use. Put in place 'clean as you use systems' for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements. All areas (including toilets) issued with spray bottle and cloth for staff to use if they wish. Core responsibility for cleaning remains that of cleaners. If it is not possible or practical, to clean equipment between uses, it will be: <ul style="list-style-type: none"> Restricted to one user Shared rooms, such as playgrounds, halls and dining areas will be timetabled for playtime, lunchtime and PE (which will mainly be held outside): <p>Playtimes</p> <ul style="list-style-type: none"> Each phase allocated different outside spaces <p>Lunch times</p> <ul style="list-style-type: none"> Each phase allocated different outside spaces and different times with allocated lunchtime staff (where possible) Children will all sanitise hands before/upon entering the dining hall Dining tables will be cleaned between different year groups utilising them. 	LMT All staff	From Sept 2021	
Coronavirus outbreak		<p>Schools to have an outbreak management plan in place</p> <p>All schools need to work with the local health protection team to decide if additional action is needed</p>	M	<ul style="list-style-type: none"> To help with identifying staff's and pupils' close contacts, informal records will be kept of the pupils and staff in each group 	LMT Covid Coordinator (K Kelly)	From Sept 2021	

Individuals vulnerable to serious infection coming into school	<p>CEV</p> <ul style="list-style-type: none"> All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. Managers are encouraged to <u>talk to any clinically extremely vulnerable workers</u> returning to their workplace, so they can explain the measures being taken to ensure where they are working safely. 	M	<ul style="list-style-type: none"> We will carry out individual risk assessments for staff/children who are identified as CEV and remove or manage identified risks where possible. CEV staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). 	LMT K Kelly (DHT)	From Sept 2021	
	<p>Pregnant workers</p> <ul style="list-style-type: none"> We will follow the <u>government guidance for pregnant employees</u>. 	M	<ul style="list-style-type: none"> We will carry out individual risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). 	SLT K Kelly (DHT)	From Sept 2021	
Spreading infection due to the school environment	<p>Fire, emergency procedures & First Aid</p> <p>These will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p>	L	<p>Fire & Emergency procedures</p> <ul style="list-style-type: none"> This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. <p>First Aid</p> <ul style="list-style-type: none"> First Aid policy reviewed with addendum related to COVID-19 care and advice included Reviewed Policy approved by Governors and shared with all staff Each year group/phase is provided with their own basic First Aid kit and taken out at playtime / lunchtime / outdoor learning Lunchtime supervisor nominated as First Aid – PPE provided in medical room 	Site Manager First Aiders	From Sept 2021	
	<p>Ventilation</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> The school building is designed to facilitate adequate levels of ventilation through our Building Management System (BMS) which controls a combination of high level automatic windows (which open periodically throughout the day and overridden manually) and low level manual windows/side vents. This design facilitates regular flow of fresh air through the building except offices – where manual windows are in place. 	L	<ul style="list-style-type: none"> CB to remind all staff via HT Weekly Diary of importance of Ventilation Cleaners/teaching staff ensure manually controlled windows or external sliding doors in each area are opened at the beginning of each day (number of windows dependent on outside temperatures). All doors are propped open using door stops/wedges at the beginning of each day. A comfortable temperature will be maintained alongside increased ventilation by: Opening high level windows in preference to low level to reduce draughts Staff provided with additional, suitable indoor clothing (hoodies) Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied 	Site Manager LMT		

		<ul style="list-style-type: none"> Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised These systems will be maintained in accordance with the manufacturers' recommendations. 		<ul style="list-style-type: none"> Rearranging furniture where possible to avoid direct drafts 			
		<p>Additional</p> <ul style="list-style-type: none"> The use of lifts will be avoided unless essential. Outdoor space will be used for exercise and breaks, and for education where possible. 	L	<ul style="list-style-type: none"> CB to remind all staff via HT Weekly Diary of utilising our outdoor space wherever possible 	All staff	From Sept 2021	
Spreading infection on educational day visits and residential visits		<p>For each visit or residential visit, staff will:</p> <ul style="list-style-type: none"> Conduct a pre-visit where possible complete a separate risk assessment for each educational visit to determine whether it can be undertaken safely. 	L	<ul style="list-style-type: none"> Each risk assessment will be uploaded onto Evolve as part of trip planning. Coach Risk Assessments will also be obtained and uploaded onto Evolve Visits/Residentials will take place in year groups Swimming risk assessment has been devised in consultation with Colton Hills (swimming pool provider) 	All staff LMT	From Sept 2021	
Spreading infection – wrap around care provision		ACEs (After-School Club)	L	<ul style="list-style-type: none"> Parents/carers to book in advance Only designated ACEs staff to be in the dance studio area when ACEs is in operation ACEs staff to wear face coverings or face covering & visor if they wish As ACEs is for children across the school, children are organised in phases or with siblings Tables are socially distanced within the dance studio area to keep children in the phases separate Activities are set out on tables to limit children moving around the dance studio area Children can also access the hall for physical activity 	ACEs staff (external members of staff)	From Sept 2021	

	Name	Position	Signature	Date	Review Date
Risk Assessor	CHRIS BLUNT	HEADTEACHER		10.10.21	Ongoing review once term restarts
	KATIE KELLY	DEPUTY HEADTEACHER		10.10.21	
Line Manager	MATT WEST	CHAIR OF GOVERNORS		10.10.21	