



SCHOOL RISK ASSESSMENT & ACTION PLAN FOR OPERATING IN A COVID-SECURE MANNER

This document details the risk control measures we have in place to operate as a Primary school in a Covid-secure manner. It covers the measures we will follow above and beyond the usual control measures in place, such as hygiene during food preparation or intimate care. All measures and guidance is subject to change at short notice or with immediate effect and as such, any changes will be communicated to the school community as appropriate. This includes communicating with parents through ParentHub and with staff via the usual channels of communication including email, direct message, memo and staff noticeboards.

The measures listed, that are practically possible in our school, are based on current Government guidance and legislation (clickable links):

- [Official Government Covid-19 home page](#)
- [Official NHS Covid-19 guidance](#)
- [Actions for schools during the coronavirus outbreak](#)
- [Guidance for full opening: special schools](#) (this includes guidance on children with EHC plans useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Planning guide for early years and childcare settings](#)
- [Safe working in education settings](#)
- [Health & Safety Executive Coronavirus information and guidance](#)
- [Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events](#)
- [Lincolnshire County Council Health and Safety Manual](#)

Current union guidance will be considered and may inform decision making. Staff and parents should be aware that as a maintained school, we are obliged to follow Local Authority direction and current Government direction and legislation, including current Health and Safety legislation and employment law.

The hazards, issues and situations identified might affect children, staff, parents, contractors and visitors. Therefore, all these groups should make themselves familiar with all aspects of this risk assessment/action plan. School staff will support children in the implementation of this action plan.



	HAZARD / ISSUE / SITUATION	CONTROL MEASURES
1	<ul style="list-style-type: none"> Contact with someone suffering from coronavirus Need for an individual to be isolated 	<ul style="list-style-type: none"> ➤ <u>THE SCHOOL FOLLOWS DfE and LOCAL HEALTH PROTECTION TEAM GUIDANCE REGARDING THE MANAGEMENT OF POSITIVE AND SUSPECTED CASES IN SCHOOLS</u> ➤ <u>CHILDREN, STAFF AND PARENTS SHOULD NOT COME TO SCHOOL IF THEY ARE DISPLAYING THE SYMPTOMS OF CORONAVIRUS CURRENTLY DESCRIBED BY THE NHS AT https://www.nhs.uk/conditions/coronavirus-covid-19/</u> ➤ <u>IF A SYMPTOMATIC CHILD COMES INTO SCHOOL, THEY WILL BE SENT HOME IMMEDIATELY OR ISOLATED UNTIL THEY CAN BE PICKED UP. SCHOOL'S DECISION REGARDING THIS IS FINAL.</u> ➤ Everyone will be asked not to come into school if they have been advised to self-isolate under current guidance. Regular reminders will be given about this, including reference to the official NHS and Government guidance. Links to the official NHS guidance and online symptom checker are shared regularly. These are on the homepage of the school website and in the quick links on ParentHub. ➤ Anyone self-isolating with symptoms will be encouraged to engage with the NHS Test and Trace process if applicable. ➤ Parents are expected to report Covid-related absence to school at the earliest opportunity. This can be via attendance@burghschool.org.uk at any time or via the automated phone system. ➤ All staff must initially report Covid-related absence directly to the Headteacher, by telephone (not text, email or voicemail) at the earliest opportunity. If the Headteacher cannot be contacted, then report to the Deputy Headteacher. For all other absence, normal LCC and school procedures apply. ➤ Confirmed positive cases are reported to the DfE and the local Health Protection Team (HPT) as necessary in accordance with current guidance issued to schools. The HPT can provide information and advice and work with the school to decide about relevant closures or other changes.



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		<ul style="list-style-type: none"> ➤ Staff will be informed of cases where children attending school and staff currently working in school are isolating due to showing symptoms themselves or testing positive. In the event of a positive test result, procedures are dictated by the Lincolnshire Health Protection Team and the DfE, including any reporting to parents. Any information shared among school staff regarding children, staff or their families is highly confidential and must not be shared or discussed beyond school. ➤ The designated isolation room is the Rainbow Room (located next to the Library and opposite the Y3 classroom). Should it be in use when needed for isolation, it must be vacated <u>immediately</u>. It must be accessed via the route which minimises potential contact with others, which may be via an outside route. If the child needs the toilet/sink facilities they will use the disabled toilet, which then becomes out of use until appropriately cleaned and disinfected. As is the case for all medical situations, 999 will be called if the person is seriously ill or injured or their life is at risk. ➤ In the case of a symptomatic child who needs to be supervised before being picked up: <ul style="list-style-type: none"> • Where possible staff will supervise by the door of the Rainbow Room. If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant face covering. Staff will ensure that they are discrete and that the dignity and privacy of the child is maintained and respected. • If contact is necessary, supervising staff will also wear disposable gloves and a 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 according to current NHS and government guidance after the child has been picked up. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. ➤ Home testing kits will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, <u>if</u> providing one will increase the likelihood of them getting tested. Local test facilities are likely to provide a more rapid result.



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		<ul style="list-style-type: none"> ➤ School will follow current government and HPT guidance regarding the record keeping of close contacts. Close contact means: <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person ➤ If there are multiple cases in a short space of time, or an overall rise in sickness absence where coronavirus is suspected, the school will be directed by the DfE and the HPT if additional action is needed. Any advice given by the DfE and HPT will be followed. ➤ As directed by the Government, all children who are absent due to Covid-19 will have immediate (i.e. on the first day) remote learning provided in line with our published remote learning plan. Where individual children are off for extended periods (5 school days or more) due to isolation/waiting for test results, teachers will speak to them over the phone or via Google Meet at least once every five days. ➤ In the event of whole school/whole class closure, the school’s procedure for monitoring engagement and welfare will apply.



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2	<ul style="list-style-type: none"> • Contact with coronavirus when getting to and from school • Arrival and departure arrangements for children 	<ul style="list-style-type: none"> ➤ Where possible, everyone should walk, cycle or travel by private car. Anyone who needs to take public transport should refer to government guidance. ➤ All access for children will be through the playground gate(s). There will be no access whatsoever through the 'top' gate, which will remain locked. ➤ Unless directed by the Government/DfE/Local Health Protection Team, parents may choose to wear face coverings outside on the school site, including the car park, as directed by signage. ➤ Unless directed by the Government/DfE/Local Health Protection Team, staff collecting children from the gate in the morning and bringing them to the playground/gate in the evening (e.g. to the Sunshine collection point) may choose to wear face coverings (unless exempt/working with children who need to see the adult's face). This also applies to staff from Sunshine who are collecting children. ➤ Children are welcome to wear face coverings if they wish. ➤ No parents are permitted on site through the gates at morning drop off. The exception to this is parents of children new to the school, who may accompany their children to the outside door of the classroom on their first few mornings. ➤ The Headteacher and/or Site Manager and/or Senior Staff will be outside to oversee arrival and direct as necessary. Waiting parents and children should do so respecting the personal space of others. Parents and children should try not to arrive early so as to avoid unnecessary gatherings. ➤ The gates are open at 8:30am until 8:45am for arrival. Children are expected to be in class by 8:45am. Gates open at around 3:10pm for collection when the school day ends at 3:15pm. Normal procedures for children arriving late will apply. Normal procedures for children who are not collected on time will apply. ➤ Children will come in through the playground gate and go straight to their classroom outside door. Y1 and Reception go up the path alongside the Mobile to the doors under the long canopy. Children go straight into the



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		<p>classroom (sanitising on the way in) and are then under the supervision of the classteacher, who will direct organisation for the day ahead (e.g. cloakroom procedures).</p> <ul style="list-style-type: none"> ➤ We will continue to discuss access needs with individuals to ensure that we continue to meet the needs of children and parents. Parents with permits to drop off and collect in the car part must 'drop and go' or 'collect and go' to ensure all parents who need this facility have access to it. ➤ Parents can come onto the playground at the end of the day and must respect the wishes of others regarding masks and personal space. Parents should stand a little way back from the building to allow children to be dismissed safely. Parents should leave the site immediately when they have collected their children. ➤ All parents are expected to adhere to current Government rules regarding social distancing and face-coverings. Parents must make school aware if someone other than a parent is collecting their child. To minimise risk of cross-infection, this should preferable be done by emailing our dedicated attendance email address (attendance@burgschool.org.uk) or, if not possible, by phone. ➤ Children and staff will sanitise on exit from the building. ➤ In the event that any children require the use of dedicated school transport (i.e. buses, taxis), discussions will be held with the providers to ensure current Government rules are followed.
3	<ul style="list-style-type: none"> • Spreading infection due to touch, sneezes and coughs 	<ul style="list-style-type: none"> ➤ Handwashing and sanitising facilities will be provided. These are located throughout the school, including on entry to every classroom from both outside and inside, in or near the entrance to each additional teaching space in school, outside (e.g. the playground shelter, by the PE sheds, in the Reception outside area), in the Hall, in staff spaces, outside the print room and in the Headteacher and Admin offices. ➤ Everyone in school will: <ul style="list-style-type: none"> ○ Frequently wash their hands with soap and water and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands



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		<ul style="list-style-type: none"> ○ Wash or sanitise their hands on arrival, after breaks, on entering and leaving rooms, before and after eating, and after sneezing or coughing ○ Be encouraged not to touch their mouth, eyes and nose ○ Use a tissue or elbow to cough or sneeze, and use bins with lids for tissue waste. ○ Ensure tissues actually go in the bins and not on the floor ➤ Children will continue to be encouraged to learn and practise these habits in lessons and be reminded by posters throughout the school. ➤ Help will be available for any children who have trouble cleaning their hands independently. Young children will be supervised during hand washing. ➤ Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. All staff should support the site manager in maintaining a safe, hygienic environment and report when resources are getting ready to need replenishing. ➤ Bins will be emptied regularly. Bins for tissues must have lids, which all members of the school community should remember to close after use. All members of staff have a shared responsibility for ensuring this practise is upheld.
4	<ul style="list-style-type: none"> ● Spreading infection through contact with coronavirus on surfaces 	<ul style="list-style-type: none"> ➤ All classrooms, along with strategic locations throughout school, have a red resource tray containing cleaning supplies and PPE equipment. This is to remain out and visible in the classroom at all times to ensure consistency across rooms. Teachers will inform the Site Manager if cleaning, PPE resources or sanitiser supplies are running low and will not wait until supplies are exhausted. ➤ Frequently touched surfaces outside the classrooms will be cleaned using standard cleaning products (e.g. spray disinfectant, disinfectant wipes) including: <ul style="list-style-type: none"> ● Toilet taps and flush buttons



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		<ul style="list-style-type: none"> • Corridor door handles <p>If necessary, school will employ additional persons to support this additional cleaning.</p> <ul style="list-style-type: none"> ➤ Items that need laundering (e.g. towels, ice pack sleeves) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting permitted. These items will not be shared between children between washes. ➤ Children and parents/carers are asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, PE kits and coats. PE kits should be brought at the beginning of the week as usual so that there is less chance of forgetting kits (and therefore increased parental trips to school). They must go home after the last PE lesson of the week to be cleaned. ➤ All areas of the school that are used by children and staff will be cleaned thoroughly at the end of the day. The Site Manager will inform the Headteacher if additional staff/hours are needed to do this. ➤ Staff should ensure that all surfaces (including children’s desks, teacher desks and worktops) are kept as clear as possible to allow cleaning to take place. Teachers are responsible for keeping the classroom tidy and clutter free and this is particularly important in the current climate. ➤ Normal protocols regarding Health and Safety still apply, including keeping windowsills completely clear at all times and not having furniture, boxes, books etc. underneath interactive boards and write-on whiteboards at the front of the class. Nothing should be left on heaters. ➤ In the event of an outbreak, any resources shared between groups, such as sports, IT, art and science equipment, will be either: <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 72 hours between use by different groups



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		<ul style="list-style-type: none"> ➤ Unnecessary sharing will be avoided, where it doesn't contribute to children's education and development. ➤ Homework books will not go back and forth between school and home and the school will use Google Classroom and Tapestry for the setting of homework tasks. ➤ Children's water bottles and any lunch boxes should go home every day to be washed. ➤ Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 72 hours between use by different individuals ➤ Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. ➤ If a person with coronavirus symptoms comes into school, cleaning will take place in the areas that the person has been in, following decontamination guidance. ➤ Cleaning supplies in classrooms will be topped up regularly and monitored to make sure they're not close to running out. Classteachers should inform the Site Manager if classroom supplies (including sanitising stations outside classroom doors) are running low and must not wait until they have been exhausted before informing of this. ➤ The marking policy has been reviewed and annotated to ensure children receive the appropriate detailed feedback to their learning whilst minimising the risk of cross infection. Multiple marking and feedback methods are used to ensure children know the next steps in their learning. This is not necessarily detailed written feedback. ➤ Teachers should wash/sanitise their hands and clean surfaces before and after handling children's books. The wearing of gloves does not negate the need to wash hands. Staff may choose to wear a face mask whilst marking books to minimise the risk of gloved/ungloved hands touching the face.



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		<ul style="list-style-type: none"> ➤ Classteachers may identify named ‘monitors’ in class to collect and distribute books. They must be reminded to maintain hand hygiene at all times.
5	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing between children and staff in classrooms & lessons 	<ul style="list-style-type: none"> ➤ Our experience during the pandemic has shown that the vast majority of children are able to quickly adapt to new routines, different circumstances and can follow the necessary procedures (e.g. coming to into school themselves, sanitising, maintaining distance around school etc). ➤ Under normal circumstances, the Government have made it clear that schools should not plan for rotas as there is not requirement to reduce occupancy in schools. Therefore, unless directed otherwise by the Government, children will be kept in their class groups of approximately 30 children. ➤ In the event of national restrictions (e.g. lockdown) class and group sizes will be determined by Government guidance. This may mean that school is directed by the Government to operate with smaller groups. ➤ Where children are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers. Our experience suggests that all but potentially the youngest children and those with specific needs are capable of this. ➤ In Reception class, contact between large numbers of children will be reduced through use of the extensive outside area and effective deployment of adults to minimise group size. Particular emphasis will be placed on the hygiene/cleaning measures noted previously. ➤ We recognise the importance of physical activity. Outdoor sports will be prioritised where practically possible, or the large indoor hall space used where it is not. If a PE is lessontaking place in the Hall, this will be with a single class and windows and/or the outside door must be opened to allow ventilation. The type of activity taking place indoors should be carefully considered. All PE equipment is used and cleaned following rigorous hygiene procedures. Personal hygiene reminders (e.g. sanitising) are also given regularly.



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		<ul style="list-style-type: none"> ➤ At the end of the day, due to siblings departing at different times, it may be necessary for children who have had afternoon PE to go home in their PE kit. Children will bring PE kit home to be washed when it is no longer needed that week. ➤ In our settings, most staff work consistently with specific groups of children and we minimise movement of staff between classes and groups of children. This won't always be possible, particularly when working with younger children, but close face-to-face contact should be avoided where possible, and time spent within 1 metre should be minimised. ➤ Any children with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. PPE normally required for close contact care must continue to be used. All staff are expected to be rigorous about hand washing and respiratory hygiene. ➤ Staff working close to children may continue to use face coverings or use transparent screens. This is applicable to all adults working within the classroom and also those working with intervention groups. Where possible (e.g. in the smaller teaching rooms) we can also provide transparent screens to separate staff from children. These should be disinfected after use. Use of these will become mandatory if advised by the Government or HTP. ➤ Specialists, therapists, clinicians and other support staff for children with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. The guidance that they have been issued will be shared with school to ensure that it at least meets our requirements. ➤ Face coverings should be worn for the administering of first aid. As a matter of routine, we have a stock of intimate care PPE available for care of children. We also have a stock of PPE available for all staff administering first aid and medication or if tending a child who is displaying suspected symptoms of coronavirus. Where possible (i.e. supply can be reasonably obtained), a small supply of FFP2 or FFP3 grade masks will be made available for staff administering first aid, medical care or personal care activities where social distancing cannot be maintained. ➤ Where possible (i.e. supply can be reasonably obtained), a small supply of FFP2/3 masks will be made available for staff who are clinically extremely vulnerable or otherwise at significantly greater risk and are working in the



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		<p>workplace.</p> <ul style="list-style-type: none"> ➤ Where pupils rely on lip reading or facial expressions to communicate, transparent face coverings may be worn. Where possible (i.e. supply can be reasonably obtained), school will have a small supply of such face coverings. ➤ At Primary school, face coverings do not need to be worn in classrooms by staff and children. However, at our school face coverings can be worn if desired by staff and children at all times. In some cases, this is not practically possible (e.g. during speech and language teaching) and so other precautions should be taken (e.g. maintain a safe distance, strong hygiene measures). We will immediately adopt any changes to Government recommendation and legislation regarding face coverings.
6	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing between children/children & staff around school and outside of the school day. 	<ul style="list-style-type: none"> ➤ Children will usually be kept in the same groups at all times each day. Clubs will be run in line with our school's Covid procedures, which may mean we restrict clubs to single year groups in the event of high numbers of Covid cases. ➤ Y1-Y3 break time is already separate from Y4-Y6 break time. This will continue and these grouping will also apply at lunchtime. Each class has a designated area of the playground at break and at lunch. Where possible we will use the field, but this is less likely during Autumn and Winter. ➤ Reception do not have a morning 'break', as they are given opportunities to 'play' throughout the day. At lunchtime, they will play in their outside area, again preventing mixing with other children. ➤ Unless advised otherwise by the HPT, we will hold physical whole-school gatherings for Collective Worship (assembly). Visitors who would normally lead assemblies which make up our Church School distinctive Christian character (e.g. Father Terry and Pastor Colin Bowden) may lead Collective Worship, continuing to follow hygiene and distancing protocols. In the event of severe national restrictions (e.g. lockdown), this will cease, but visitors may still lead worship remotely from a location in school. ➤ In the event of an outbreak, movement around the school site by all persons should be kept to a minimum. Staff and children may be allocated specific spaces in school for a period of time.



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		<ul style="list-style-type: none"> ➤ We operate a 'keep left' policy in corridors. Additionally, children are regularly reminded to step aside to give each other space. ➤ Toilet use will be managed to avoid crowding. Reception and Y1 toilets will be unisex, with separate toilets for Y1 and Reception classes. ➤ Children of staff members arriving prior to the beginning of the school day must wait in the school Hall until they go to their classroom at 8:30am, unless their classteacher is happy to receive them. They must not be sent on errands/move around school. ➤ Y2-Y6 girls will use the 'main' girls' toilet. Y2 and Y3 boys will use the smaller boys' toilet and Y4, Y5 and Y6 boys will use the larger boys' toilet. ➤ Children must not send messages or bring registers to the office. All classrooms have nearby access to internal telephones. Admin staff will collect and distribute message folders. ➤ At lunchtime, as there are no children in the Y1 classroom, the Y1 corridor may be used by children eating in the hall to access toilets. They may be accompanied by adults as necessary. ➤ Staff accessing the Mobile must use an external route and must not come through the Y1 classroom. ➤ An addendum to the behaviour policy has been necessary to modify steps where children may be sent to other classrooms. ➤ School will continue to maintain dialogue with after-school childcare (e.g. Sunshine) to ensure that any arrangements for after-school childcare meet current Government guidance. ➤ Children who deliberately and consistently show disregard for the safety of others (including joking about Covid-19 or feigning Covid-19 symptoms) will be considered as a serious breach of the behaviour standards expected at school and will be dealt with seriously in line with current policies and legislation including, where appropriate, exclusion legislation.



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7	<ul style="list-style-type: none"> Spreading infection due to excessive contact and mixing between staff around school and outside of the school day. 	<ul style="list-style-type: none"> Unless directed by current Government guidance, staff may choose to wear face coverings around school (e.g. in corridors, shared areas). We will adhere to any requirement by Government/DfE to wear face coverings and implement these immediately. Staff accessing the Mobile or their classroom via an outside route must be mindful of the risk of slips. Mats to wipe feet are located at entrance points. Office furniture has been arranged to facilitate safe working. Staff needing to use the office phone must ensure that they are the only person at the desk and that it is cleaned before and after use. Staff should not congregate in small, unventilated areas around school, including corridors and around photocopiers. The Site Manager has a designated work space in the PPA room. Other staff are not to work at his desk. The PPA room may be used as a workspace with the addition of screens between workstations. Staff must wipe down workstations before and after use. All workstations are strictly 1-person only. The workstations in the PPA room are strictly for 1-person max. There is a large monitor in the PPA room to enable those working together on laptops can remain at separate workstations as directed whilst still screen sharing. There is also an additional PC in the PPA room and the Mobile for staff use and also headphones. Staff are responsible for cleaning all equipment before and after use. Staff must maintain Covid-19 hygiene requirements (hand washing/sanitising, disinfecting) before and after using shared work spaces (e.g. PPA room, staff rooms inc. the staff room table). We have 3 staff toilets for almost 50 staff. Therefore, staff should ensure that they follow Covid-19 hygiene requirements (handwashing/sanitising, disinfecting) before and after use. Staff accessing the mobile or Reception children should normally use the outside route, avoiding the Y1 classroom. This includes before the school day begins. Exceptions to this are: <ul style="list-style-type: none"> Inclement weather (i.e. torrential rain, snow and ice or wind direction that prevents us leaving the hall door open)



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		<ul style="list-style-type: none"> • Staff carrying out cleaning (including of touch points/toilets before and after lunch) • Children accessing Y1 & Rec toilets at lunch and any staff accompanying them. • Staff/children with accessibility issues which puts them at increased risk of injury if they were to go via the outside route. • At the beginning and end of the school day when there are no children and prior to final spray/cleaning. <p>➤ Some staff children may need to wait in school at the end of the day. Older children are able to wait in the hall (as in the morning), whilst younger children may stay in their parent’s classroom. Children who are waiting after school must stay in the hall/their parent’s classroom and must not interfere with other children’s items/interfere with the cleaning routines. No children should enter shared staff spaces (e.g. staff room) other than the main entrance/exit.</p>
8	<ul style="list-style-type: none"> • Spreading infection due to the school environment 	<p>➤ Health and Safety is everyone’s responsibility. Everyone has a duty to follow policies and procedures, to maintain a safe environment and to report concerns and challenge unsafe practise.</p> <p>➤ The Site Manager and Headteacher carry out regular checks to the premises to make sure the school is up to health and safety standards. This will be supported by the Governing Body. Further checks (in addition to statutory testing) will be ongoing, particularly in light of new/additional government/LA guidance.</p> <p>➤ Fire, first aid and emergency procedures will be continuously reviewed to make sure they can still be followed. Regular fire evacuations will be carried out in line with standard operating procedures. Staff will ensure classes are sufficiently distances when assembling outside. Fire exits and extinguishers must never be blocked. It is the responsibility of teachers to ensure that children in their class know the emergency procedures and how to exit their classroom and also other areas of the school (e.g. when at the toilet).</p> <p>➤ Areas in use will be well ventilated by opening windows and/or outside doors. This includes spaces such as the library, the PPA room and offices. At least one classroom window or outside door must be open at all times. We monitor air quality using the DfE-provided CO2 monitors and take steps to increase ventilation as necessary as advised by the Government and HSE.</p>



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		<ul style="list-style-type: none"> ➤ Staff must be mindful of maintaining an appropriate working temperature for children and adults. In line with Government direction, in cooler weather windows should be opened just enough to provide constant background face covering 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. In line with Government direction, if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so. ➤ The use of the lift will be avoided unless essential. Contact points should be cleaned after use. ➤ Sufficient lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. Staff are expected to be vigilant in ensuring lids are closed at all times. Sufficient covered outside bins will also be provided. ➤ We adhere to HSE advice re. handwashing facilities. ➤ In very warm weather, fans may be used, but only if outside windows/doors are open to provide a supply of fresh, uncontaminated air. Fans must never be used spaces where there is no external air supply.
9	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing, including between staff and visitors. 	<ul style="list-style-type: none"> ➤ We have clear visitor guidelines in place. These are on display in the main entrance and are available from our website. ➤ The best way to conduct meetings will be considered on an individual basis. This includes meetings with parents/carers, visitors and governors. This also includes staff meetings and governor meetings. For example, meetings could be conducted in a well-ventilated room large enough to allow for social distancing. Unless directed by current government guidance, visitors may choose to wear face coverings in meetings. ➤ Where remote meetings are taking place, normal confidentiality procedures must be strictly adhered to (e.g. ensuring that participants are in a private location and that the meeting is not overheard by third parties). ➤ When carrying out remote meetings after school (e.g. virtual staff meeting), staff are advised to wear headphones/use the PPA room etc. as cleaning staff will generally need to be in and out of rooms vacuuming etc.



	HAZARD / ISSUE / SITUATION	CONTROL MEASURES
		<ul style="list-style-type: none"> ➤ Staff must not obstruct the office entrance/exit to the school or corridors by holding conversations with one another, parents or visitors in these area. This includes around the office and staff toilets. ➤ Staff arrival time is in line with directed time. Staff should not stay on site longer than is necessary to discharge their duties (i.e. do not spend time inside the school building to socialise). Staff must ensure that they do not unintentionally obstruct cleaning staff from carrying out their role. Furthermore, staff must be out of classrooms by 5:30pm when school closes to staff allow final cleaning and sanitising to take place. Staff must not return to classrooms and corridors after 5:30pm. Staff must ensure workstations are clean before and after use. ➤ A record will be kept of all visitors. Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible so as not to disrupt the operation of the school. However, this is not always possible due to availability or urgency. If out-of-hours visits are not possible we will try to schedule these for times where the site manager is available to oversee. Visits to carry out works will only take place during the school day as a last resort. In rare instances, staff may need to work in another location or possibly offsite for a limited time.
10	<ul style="list-style-type: none"> • Individuals vulnerable to serious infection coming into school 	<ul style="list-style-type: none"> ➤ The school will continue to follow any current Government guidance in place to decide who should come into school. ➤ Staff and children who are clinically vulnerable or extremely clinically vulnerable are expected to follow current Government guidance regarding attending a place of work and school. This may require the completion of individual risk assessments if required by current guidance. ➤ In line with absence management procedures, staff who have not attended school for an extended period of time may request to discuss their return before resuming their role. ➤ Governors, staff, parents and children are always able to voice any concerns they have. These will be taken on board in the context of what is practically possible in the context of our Primary school and in light of legislation and Government guidance.



Recent significant changes/updates:

- 02.09.2021 Updated in light of the new school year procedures
- 28.11.2021 Updated following revised government direction, including CO2 meters
- 04.01.2022 Reviewed in light of Omicron variant and start of term
- 25.02.2022 Reviewed in light of latest Government guidance, advice and legal requirements