

**How we reduce the risk of spreading Covid-19 in our school.
(Daily procedures/systems)**

Location / Site	
MENSTON PRIMARY SCHOOL	
Activity / Procedure	
Re-opening of school from September 2020	
This risk assessment is only conditional and will be subject to constant review and amendment. It could also be eradicated or deferred if the decision is made not to open school. The school's SLT (Senior Leadership Team) review this assessment fortnightly on Mondays	
Most recent review and update 19 th October 2020	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning return to schools states:

“the balance of risk is now overwhelmingly in favour of children returning to school”.

The government have set out the following the **system of controls** set out in [guidance for full opening: schools](#)

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

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5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

This Risk Assessment has been written with regard to the most recent Government guidance – <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

All staff have regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'
- [Early years settings] DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'

The school keeps up-to-date with advice issued by, but not limited to, the following:

- DfE
- NHS
- PHE
- Department of Health and Social Care
- The school's local health protection team (HPT)

Manager's comments

This risk assessment was initially carried out for Key Worker Emergency Childcare in March 2020. It has been rewritten in light of opening school for all pupils in September 2020.

The procedures and practices outlined above have underpinned the successful work with Key Worker provision (March to July 2020), the return of all year groups to school in the summer term (June to July 2020) and the first half term of the autumn ending on 22nd October. We know of no cases of Covid-19 within our pupil or staff groups during this period. We believe this is due to the robustness of these procedures, the professionalism of all our staff and the cooperation of our families.

We accept that the reopening of the whole school has increased the risk of the virus spreading, but we

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believe the systems we have put in place and refined over the last seven months provide a well thought out and reasonable response to the threat which will help to keep all our staff and children safer.

School staff have worked together on these assessments and they have been monitored by the Chair and Vice Chair of the Governing Body who have visited the site to see how we have prepared and to talk to staff to see how they have been involved in producing this risk assessment.

At the time of writing the main concern we have is the poor state of the 'Track and Trace' systems which our parents tell us are not working well enough for them to feel confident that they can get tests and results quickly enough.

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<u>Identify hazard</u>		Families or staff not understanding when to isolate/get a test/report a test result etc. leading to transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<p>Identify any clinically extremely vulnerable members of staff. Follow government and Local Authority guidance for these.</p> <p>Communicate regularly with families, using website, schoolcomms and class pages to make all procedures clear and understood. Where appropriate involve children in this.</p> <p>Also the Stay at home guidance for households with possible or confirmed coronavirus (Covid-19) infection</p> <p>And Guidance for households with grandparents, parents and children living together where someone is at increased risk or has symptoms of coronavirus (COVID-19) infection</p> <p>If testing for Covid-19 is needed, please follow guidance on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p> <p>Refer to section 2 in Guidance for full re-opening: schools Take particular notice of this advice: Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace <p>Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>School requests that parents and staff inform them immediately of the results of a test.</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		General risk of spreading virus due to contact with those who have the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. Ensure that school expectations and advice from Public Health England is widely known and understood by the school community</p> <ol style="list-style-type: none"> 1. Frequent reminders to parents not to send children to school if anyone in the household shows symptoms of Covid-19. Refer parents to updated guidance: Updated Guidance for parents 2. Hand gel dispensers at main entry points and in each classroom. 3. Ensure that all adults and children: <ol style="list-style-type: none"> a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing c. are encouraged not to touch their mouth, eyes and nose d. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 4. Handwashing and sanitising to be adult supervised and taught every day. 5. Large quantities of hand gel in stock and dispensers refilled regularly 6. Extra soap dispensers and re-fills in each classroom 7. Teach and remind children how to wash hands properly – videos and posters 8. Procedure agreed for children to thoroughly wash hands. 9. Ensure that children are in bubbles at all times each day. 10. Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days 11. Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Ideally, seat pupils at the same allocated desk each day 12. Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the updated COVID-19: guidance for households with possible coronavirus infection) 13. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Double bag tissues. 14. Ensure that help is available for children and young people who have trouble cleaning their hands independently 15. Teach and encourage young children to learn and practise these habits through games and repetition 16. Ensure that bins for tissues are emptied at the end of every day and lunch waste is disposed of at the end of every lunch time. 17. All spaces should be well ventilated using natural ventilation (opening windows and doors) 18. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Ensure that exterior gates are kept locked during the day. When these are opened they must be staffed in order to prevent children being abducted, absconding or trespass from unauthorised individuals. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Visitors to the school being exposed to and/or transmitting the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Restrictions placed on the number of and reasons for visitors to the school 2. All visitors to enter school via St Peter's Way entrance and all to wear masks in order to gain entry. 3. No entry to the school without a pre-arranged appointment 4. All visitors to be sent a copy of the visitor risk assessment prior to attending their pre-arranged appointment. 5. Appointments are scheduled for outside of the school day where possible 6. A member of the SLT will communicate with visitors who deliver more regular educational sessions regarding what procedures they must follow, in line with the guidelines set for other members of school staff 7. Contractors will not be allowed on site unless permission is given by a member of SLT 8. Inventory system updated for visitors to confirm: <ul style="list-style-type: none"> They do not have any symptoms of Covid-19 They have not been told to self-isolate under Government Tract & Trace or are awaiting results of a test No one in their household is self-isolating They have not travelled to any country on the government quarantine list in the past 14 days They have their own face mask and tissues with them 9. Signage displayed in the entrance area summarising the key controls for visitors 10. Hand sanitiser must be used on arrival 11. Visitors must observe all directional and hygiene signage displayed in school. 12. Visitors must observe social distancing of from other adults and children in school where possible 13. Face coverings must be worn indoors 14. The duration of the visit should not extend beyond what is necessary to achieve the purpose of the visit 15. Adopt the 'Catch it, Kill it, Bin it' approach – please cough or sneeze into a tissue or your elbow 16. Do not enter the staff room without authorisation from SLT 17. Any visitors who need to use the toilet whilst on site must ask a member of the admin team who will direct them further 18. Any visitors who have a positive test for Covid-19 within 72 hours of visiting must inform the school. 19. Visitors who become unwell with coronavirus symptoms whilst on site are asked to go home immediately. They should be encouraged to get tested and inform the school of the results as soon as possible 20. Any school equipment used by the visitor should be cleaned in accordance with the main/their own risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing by children and adults at drop off and collection times resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Children to be accompanied/met by one parent only. 2. One way systems to prevent pinch points on the school site. 3. Parents to only communicate concerns and messages with teachers via e-mails or via telephone 			

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calls. 4. Fifteen minute 'window' for drop off and pick up time to allow parents to make appropriate decisions to help maintain social distancing 5. Allocated gates for parents/children in different year groups to arrive and leave from 6. Allocated doors for children to use – supervised by teacher/ TA 7. Instructions shared re social distancing between families in the morning with parents and children 8. Signage for parents and children displayed outside the classrooms/ buildings (e.g. Thankyou for keeping 2m. apart.) 9. SLT to be on duty to monitor and to ensure that only coats, lunches and bottles (if necessary) are brought into school			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing and appropriate personal hygiene in the classroom resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Create class 'bubbles' of c.30 for lesson time, but year group bubbles will operate outdoors. 2. Ensure that children stay in the same 'bubbles' at all times of the day and that different year group bubbles are not mixed during the day or on subsequent days. 3. Ensure that as far as possible the same teaching staff are assigned to each group/ bubble and that, as far as possible, these stay the same during the day and on subsequent days. 4. Remove excess furniture in high traffic communal areas to increase space (if storage space available to do so). 5. Children keep to the same classrooms and to their own allocated (paired) desks when in the room. 6. Wedge doors wherever practicable, but ensure that children do not leave rooms without clear instructions/supervision and that perimeter gates are kept locked during the school day. 7. Promote and encourage frequent outdoor learning/activity. 8. Social distancing and hygiene routines revised with the children – (include instructions how to line up, use of toilet, moving around the classroom etc.) 9. Identify children for whom this is the first return to schools since lockdown. Staff to spend additional time discussing and modelling social distancing and hygiene routines 10. Social distancing and hygiene routines and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 11. Children who are not adhering to social distancing and hygiene routines are quickly identified and remedial action taken to reinforce the need for social distancing and hygiene routines 12. Lessons planned which maximise opportunities for outdoor learning. 13. Feedback – where possible this should be verbal and delivered during lessons. Staff may use large whiteboard and visualizer and interactive whiteboard to limit close interaction. 14. Mark out an area for the teacher at front of the room. 15. Children to use same desk wherever possible and desks cleaned between different children using them. 16. Where practical and possible, bags, coats and lunchboxes kept on trolleys outside the classrooms in KS2 and in classroom cloakrooms in KS1/ EYFS. 17. Ensure that frequent hand washing/ sanitising takes place throughout the day. Where possible and appropriate use new outdoor sinks 18. Frequent spraying/ cleaning of desks/ door handles etc. throughout the day. 19. Actively teach 'catch it, bin it, kill it' and double bag tissues 20. Windows and doors are routinely open to allow good ventilation and reduce shared touch.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Contact of shared resources resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ol style="list-style-type: none"> Children wash/ sanitise hands on entry into the classroom at the start of the day and at different times throughout the day (including before and after eating, after sneezing or coughing). Hand washing for at least 20 seconds with soap and water or sanitising. Parents asked to provide personal hand sanitisers and to teach their children how to use these safely. These would then supplement class sanitiser units where this was deemed necessary. Children encouraged not to touch mouth, eyes and nose. Children and adults use a tissue or elbow to cough and sneeze. Teach 'catch it, bin it, kill it' and double bag tissues. Children have packs of stationery labelled with their name on. Tubs of resources for individuals/ pairs as appropriate – maths cubes etc. which are cleaned regularly. Resources regularly washed or soaked in Milton if different bubbles using them (or 72 hours left between usage). Tables, door handles and other surfaces cleaned with Selgiene Extreme every night and if necessary during the day Lessons planned so resources are only shared where this is necessary and making sure that shared resources do not cross bubbles without being thoroughly cleaned. Plastic packets (zippy) bags used for individual resources Children encouraged to wash hands / use hand gel regularly Minimise the use of soft furnishings, soft toys and toys which are hard to clean such as those with intricate parts where practicable. Balls and play equipment kept within bubbles (not shared) these then sterilised periodically. <p>EQUIPMENT USED BOTH IN SCHOOL AND AT HOME</p> <ol style="list-style-type: none"> Each year group will establish clear and safe routines for their families which minimise the risk of spreading the virus while keeping the access to an age appropriate broad and balanced curriculum. E.g. arrangements for the 'quarantine' of returned books. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing and appropriate hygiene using toilets resulting in direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> Member of staff supervises KS2 toilet area at break and lunchtime to control numbers entering and encourage toilet flushing, proper hand washing etc. Toilet handles and sinks cleaned before school, before lunch and after lunch. Extra signs in toilet re washing hands 			

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<ol style="list-style-type: none"> 4. Wedges for the room doors and doors en-route 5. Extra soap ordered to ensure we do not run out. 6. KS1 corridor toilets always supervised at break and lunchtime. 7. KS1 classroom toilets managed/supervised by classroom staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing at playtimes and lunchtimes resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play areas for bubbles. 2. Thoughtful, adult directed use of fields and tracks etc. 3. Reduced playtime equipment – kit with hard surfaces that can be easily cleaned 4. Games planned and taught which encourage social distancing – e.g. football passing (with feet only) 5. Staff supervision throughout – actively encouraging and insisting on some social distancing 6. Children practise talking 2 metres apart – modelled by staff, however we accept that children will find social distancing very difficult in play situations. 7. Playground equipment box per year group bubble (ball, skipping rope etc) sterilised/ washed regularly 8. Children to wash/ sanitise hands on re-entering the buildings. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing when eating lunch resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Children stay in their own bubble to eat lunch and do not mix with other bubbles. 2. Children eat in their classrooms, in dining halls as per the rota or as a group outside-weather permitting- at social distance. 3. Grab bag packed lunches in paper bags – packed lunches brought from kitchen to group by TA. 4. All school-provided packed lunch waste or rubbish put in bin bags immediately after eating. These will be collected and disposed of by FM staff after lunch. 5. Encourage all families to take up school grab bag lunch (apart from the few children who have food allergies) 6. If children bring own lunch, they bring it in their own lunch bag and take all their rubbish home with them. 7. Dining areas are cleaned between use by different pupil groups (bubbles). 8. Where plated hot meals are served children remain seated and are served at the table. 9. Staffroom furniture re-arranged and safe staffroom occupancy levels made clear. 10. Staff given alternative dining areas (e.g. Care Club rooms) and equipment to allow socially distanced dining etc. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Lack of social distancing in the corridors resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Activities which involve moving multiple bubbles around school are avoided e.g. assemblies, multi-bubble playtimes etc. 2. Children are supervised at all times when moving around school. 3. At start and end of day children enter/exit site using designated points to minimise congestion 4. Re-teach and then insist on walking hands. 5. Messages to office via email wherever possible or phone (which is wiped down after use). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		First aid and intimate care - risk of spreading virus due to very close contact with children 1:1 - resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Where staff provide first aid and intimate care for any child, they should use disposable face masks, visors, gloves, disposable aprons etc. as appropriate to each unique situation.</p> <p>Intimate care children – if possible - arrangement should be for parent to collect if the child can't care for their own intimate needs.</p> <p>Where a child displays Covid-19 symptoms some PPE is needed when isolating and waiting for family to pick up.</p> <ol style="list-style-type: none"> 1. Masks available if needed 2. Extra disposable aprons ordered 3. Extra gloves ordered 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk. 5. Individual risk-assessment carried out for children who potentially need intimate care. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Risk of infection due to lack of enhanced cleaning resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Follow the updated COVID-19: cleaning of non-healthcare settings guidance if a case of Covid-19 has been confirmed. 2. Children's toilets are cleaned before and after lunch (see also see also: School Enhanced Cleaning Procedures Schedule). 3. All surfaces, handles, toilets and shared equipment will be cleaned each day using 'Selgiene Extreme' 4. Appropriate PPE will be worn by all cleaning staff in accordance with instructions from their employer. 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms where practicable (or covered with wipe-able material) 6. Each class/ base has its own cleaning kit which can be used throughout the day. 7. Clean surfaces that children and young people are touching, such as toys, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. 8. All staff have shared responsibility for cleaning their designated area and children's equipment throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of harm from cleaning products	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All cleaning products used in school ordered via council-approved suppliers: FM/ YPO 2. Cleaning products kept out of reach of children and children directly instructed not to touch the products. Storage either within teachers' marked off zones (no access to pupils without specific permission from adults) or in the teachers' store cupboards (no access to children at all) 3. Where products such as Selgiene are used by adults in rooms where children are present, the adults mitigate any risks to children. 4. Computer keyboards cleaned using wipes recommended by Primary T. Keyboards cleaned using the recommended wipes by adults (not children). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Child anxiety	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. PSHE to be given higher profile within curriculum planning. 2. Children welcomed into school every day by staff at gates and doors. 3. More outdoor learning wherever this is practicable and safe. 4. Slowly increasing the cognitive load as children get used to the new situation. 5. Opportunities for children to talk about their experiences during their time away from school. 6. Opportunities for one-to-one conversations with trusted adults where this may be supportive (maintaining social distancing) 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Staff anxiety	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. Where staff have further concerns they should raise this with their line manager as outlined in Annex A: Health and safety risk assessment Guidance for full opening: schools 2. When needed, staff meeting in small, socially distanced groups to discuss concerns and shared control measures 3. Staff given permission to access outdoors frequently and to air rooms regularly. 4. Meetings etc. held only when necessary to help staff manage workload. 5. Staff provided with alternative rest/dining rooms to help with distancing. 6. Sharing of support helpline https://www.educationsupport.org.uk/ 7. At least one SLT member of staff on site every day for staff to share concerns with 8. Risk assessments reviewed regularly. 9. Separate risk assessment for the office area/ admin team includes staff wellbeing 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing and appropriate hygiene in Administration Offices resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Ensure that no more than 3 staff are in the main office at any time and no more than 2 in the Business manager's office. 2. Authorised members of staff (SLT) may enter the offices but must maintain social distancing. As usual, all other staff must not enter the main office. Access to the SBM office will be monitored/controlled by the SBM. 			

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<ol style="list-style-type: none"> 3. Rearrange the furniture to ensure the office team are as working as far apart as physically possible. 4. Admin staff to use their own allocated desks, chairs and telephones when in the rooms. 5. Remove excess furniture to increase space (if storage space available to do so). 6. Staff to have their own personal desk stationery, no sharing of items. 7. Visitors to the school are restricted to an absolute minimum. The office 'hatch' is to be kept closed at all times. 8. Parents, delivery drivers and other callers must not enter the school building. Any verbal communications with visitors are to be made through a slightly open external window. 9. Admin staff have been advised to wear gloves/apron/mask when handling deliveries, but may use their discretion. 10. The shared printer and shredder are relocated to an area all staff can access entering each other's work space. 11. Each office has its own cleaning kit which can be used throughout the day. 12. Staff to ensure that any shared items/contact points are cleaned after use. 13. Visual reminders eg taped area on the floor, no entry and social distancing signage in place 14. Staff asked not to visit the office unless it is absolutely essential, but to communicate by email or telephone. 15. Access to premises compliance log books to be controlled.. 16. Admin team understand their safety is a priority and to raise any concerns about their working environment promptly so the arrangements can be reviewed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing in the KS1 main entrance outer lobby, main office corridor, copier room and isolation room (meeting room) resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. All staff, including FM contract staff to be made aware that these areas are high traffic pinch point areas and all need to take responsibility for social distancing in these areas. 2. Warning signage asking staff to ensure their route of entry/exit to/from the corridor area and toilets is clear before entering. 3. Restrictions placed on visitors to the school. No entry without a pre-arranged appointment signage to be placed on the external door. 4. No access to the office window for parents/carers/visitors, and staff will not accept any requests to pass items to children etc. The office hatch window will be kept closed. 5. Any dialogue between the office and parents/carers/visitors will take place through an open external window with the parents/carers remaining outside. 6. Contractors will not be allowed on site unless given permission by SLT. 7. Deliveries will be left outside, or if raining, in the foyer area outside the office. 8. PPE equipment eg gloves/apron/mask are available to staff when handling deliveries. 9. All staff or visitors to use hand sanitizer before entering the building. 10. Staff and FM Contractor staff using the Inventory signing in/out system are asked not to use the touch screen, but to use the barcode reader and their ID badge. 11. Soft seating and any other unnecessary furniture in the visitor entrance area has been relocated/put into storage. 12. The soft furnishings and table in the meeting room have been put into storage and this room has been repurposed as an isolation room. 13. The display table, flyers, children's books and lost property boxes have all been removed. 14. The KS1 photocopier and paper has been relocated to the hall to reduce traffic. Hand sanitizer to be provided at the copier for users 15. Office staff to ensure the right hand staff toilet is taken out of general use and only as an isolation toilet if it is necessary to use the isolation room. 16. The meeting room may be used for staff rest breaks, subject to the following. The maximum 			

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occupancy for staff breaks is 2. Staff must leave the room promptly if it is required as an isolation room. Staff using the room must wipe down the tables/chairs with an appropriate cleaning product before leaving the room. In the event of it being used as an isolation room, it must not be used by staff until it has been thoroughly deep cleaned.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Provisional steps to support staff and children in the Foundation Stage Unit	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Lunchtime

1. Classes have lunch together in the packed lunch hall.
2. Lunch rubbish goes straight into a black plastic sack and is taken by the cleaner out to the bin.
3. Any children who has not finished by 12pm to eat the remainder of their lunch in a Foundation classroom while supervised by an adult.
4. The classroom table eaten at to be sprayed both before and after use at lunchtime.
5. Toys separate to normal Foundation outdoor provision to be used for lunchtimes.
6. Children are allowed onto the grass only when the adult instructs them.
7. The sandpit is not to be used at lunchtime.
8. Children to sanitise their hands when coming in after lunchtime.

Provision

1. No sand, toys that are difficult to clean, dressing up clothes, soft toys or puppets.
2. Each child to have their own named pot of Playdoh for fine motor skills work.
3. If whole class playdoh is used in school it is to be made at school and thrown away at the end of each day.
4. Within their bubbles children share all resources including pencils.
5. Adults to use the interactive whiteboard with a pen.
6. Resources (apart from books) are used on a rotation basis, used for a week and then removed from use for at least a week.
7. Any resources that are seen put into mouths are immediately removed and cleaned.
8. Children are not given their own table/chair.
9. Singing to be done outside.
10. Cleaning spray is kept out of children's reach but children are also taught not to touch it.
11. At the end of the half term all resources are cleaned with Milton and/or Selgeine extreme.
12. Carpet area and fabric chair in each room are sprayed once a week with Dettol spray.
13. If fabric is used in classroom (e.g. tee-pee) it is sprayed once a week Dettol spray.
14. If fabric is used for fine motor skills work, each child to have their own pieces kept in a named bag.

Routines

1. Children have their own school bag but are taught not to touch each other's bag.
2. Reading books are only brought in to change on a Monday. The returned books are quarantined for a week before being sent out again.
3. Children are taught not to touch each other/the adult.
4. Children are taught not to touch someone else's water bottle.
5. Any school clothes that have been returned by parents after they have been borrowed are kept for at least 72 hours before being used.
6. If a child has borrowed school PE pumps these are sprayed with Dettol spray.
7. Children to do PE in school uniform for the first half term.
8. Learning journeys to be replaced with Tapestry.
9. If a child has intimate care needs the adult to wear gloves, mask and apron when helping them if appropriate.

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10. Children encouraged to use 'small voices' in phonics sessions.
 11. Snack table to be sprayed before and after snack has been eaten.
 12. Time set aside on Friday for swopping of resources.
 13. If a child needs to borrow a waterproof jacket/trousers for playing with the water outside the items are to be immediately put into a plastic bag after use and washed as soon as possible.
 14. Painting aprons/gardening gloves to be washed regularly.
 15. Children to only use the hand sanitiser under supervision.
 16. Doors to be left open to ventilate the rooms when appropriate in relation to their start of school.
 17. If a child is distressed and needs comforting adult to follow the rules:
 - a) Don't hug face-to-face
 - b) Don't hug cheeks together, facing the same direction
 - c) Hug from the back
 - d) If children to hug an adult to do it around their knees or waist
- <https://www.nytimes.com/2020/06/04/well/family/coronavirus-pandemic-hug-mask.html>

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Staffroom-potential pinch point and potential of surfaces and equipment carrying virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures

Door wedged open during day so nobody needs to touch this on way in or out.
 Staff occupancy limited to 6 in low chairs and two at the table.
 When weather permits doors and windows should be kept open to increase ventilation.
 Staff toilets next door have doors wedged and there are good facilities for handwashing before entry to staffroom.
 Hand sanitiser dispenser placed on wall next to entrance and staff who have not washed hands in the staff toilet areas must sanitise hands.
 Frequently touched areas e.g. fridge door handle, microwave handle and control panel, kettles and tables must be wiped down after use using paper towels/cloths and Selgiene spray or Dettol wipes.
 Dishwasher to be managed by Care Club staff.
 Seating at the circular table limited to two who must sit with the recommended 2 metres spacing, preferably not directly facing each other. There is also room for two diners at the table in Care Club's Blue room.
 Other seating area to have a maximum of eight people at any one time with 2m. spacing.
 Staff either wash cutlery/crockery in sink, take it with them or store in their personal pigeon hole.
 Staff to keep their own cutlery and crockery separate from others.
 Staff to wipe down tables after sitting at them using Selgiene.
 All staff then sanitise hands when leaving or go straight to washing facilities in the toilet areas.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Link room – Risk of spreading virus through lack of recommended social distancing or touching of surfaces and equipment	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		<p>Wedge doors open and open windows as much as possible to maximise ventilation and remove need to touch doors etc.</p> <p>Set maximum occupancy of four adults and only provide seating for four at 2m intervals.</p> <p>Spray table before commencing work. Spray when leaving.</p> <p>Use wipes if using photocopier, laminator or guillotine/paper strimmer.</p> <p>If taking drinks in here, follow staff room routines for this (see risk assessment above).</p>	
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of manager	Signature of manager	Date
Mr. Iain Jones		21 Sept. 2020 19th October 2020

Risk assessment reviews	These risk assessments to be reviewed fortnightly on Mondays by SLT.
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