

North Ealing Primary School Risk Assessment: Coronavirus

To be implemented on September 2020

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
<p>Entering and Exiting the school</p> <p>Biological hazard Covid 19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p><i>SLT on duty at all times to ensure social distancing etc</i></p> <p><i>Stagger drop-off and collection times (these have been amended for Critical /V children</i></p> <p><i>See new January time table arrangements</i></p> <p><i>Parents not to enter school grounds except to designated areas and scheduled appointments</i></p> <p><i>If children come on a scooter or bike parents must take to the designated bike are for their drop off point</i></p> <p><i>Staff will not be able to have conversations with parents at this time and all communication will have to be emailed to the office</i></p> <p><i>If a child is reluctant to enter the parent will have to take their child home if staff verbal encouragement does not work. The staff will not be able to physically help with the child in order to get them into school</i></p> <p><i>Pupil to be accompanied by only one parent to school</i></p> <p><i>Visitors and Volunteers by appointment only and only where virtual meetings cannot take place (Therapists, etc) track and trace log in will be on the sign in system. Social distancing as far as</i></p>	<p><i>Use of two main school entrances</i></p> <p><i>Social distance marking equipment- sprays and floor stickers-all in place</i></p> <p><i>Staggered timetables in place</i></p>	<p>SLT</p> <p>All staff</p> <p>All children</p>	<p>Controls in place</p> <p>Further actions ongoing</p>	<p>Review ongoing daily</p>

		<p><i>possible and Covid symptom guidelines will be followed. Visitors and Volunteers will be reminded that if they have symptoms they must leave the site immediately. Track and trace requirements must be completed on the sign in register for each visitor.</i></p> <p><i>On entry to school, staff and pupils wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></p> <p><i>All staff and visitors must not enter the school office or SBM office but use the hatch for conversations and enquiries. Email where possible to make an appointment or request.</i></p> <p><i>Late collection of children-the children will be taken to the link and parents phoned, the children will then be dismissed at the bottom gates of Pitshanger lane.</i></p> <p><i>Minimising 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 childcare settings or schools.</i></p> <p><i>Parents inform the school about a child not attending school due to illness following the normal procedures. The school must be notified if a child has Covid 19 symptoms.</i></p> <p><i>Where possible there will be one way systems in place in all areas of the school.</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p><i>Guidance for school offices can be found here</i></p>				
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What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes and Review
<p>Social Distancing</p> <p>EYFS</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups through timetabling of areas, specific toilet times, where possible, lunch to be in classrooms or designated hall spaces</i></p> <p><i>Each hub should keep their distance, including staff where possible, inside and outside. Cover staff will be moving across hubs but will maintain precautions as much as possible.</i></p> <p><i>Limit each hub to year groups when inside and phases when outside. (Hubs to be around 15 children where possible)</i></p> <p><i>Desks should be forward facing in KS2. In KS1 spaced as much as possible. In EYFS the children will be using the space as per normal.</i></p> <p><i>Children have individual equipment provided in their classrooms as much as possible.</i></p> <p><i>In the event of a child attending school in a mask, a plastic bag must be provided by their parent to keep these in</i></p> <p><i>Year Group Hubs to have their own set of outdoor equipment stored in the sheds and PE cupboard.</i></p> <p><i>The hubs will move around the school following the timetables and guidance very closely keeping to the one way systems and appropriate timetables</i></p> <p><i>Display social distancing reminders in all areas of the school</i></p> <p><i>Use outside as much as possible during the day (daily</i></p>	<p><i>Communicate this plan with parents and carers prior to entry to the school</i></p>	<p>SLT</p> <p>All staff</p>	<p>Review spring term in new lockdown</p>	<p>Review class sizes etc Jan 11th</p>

Social Distancing KS1 and KS2	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p><i>mile) and keep all areas well ventilated</i></p> <p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups through timetabling of areas, specific toilet times, minimal use of communal areas</i></p> <p><i>Each hub should keep their distance, including staff where possible , inside and outside . Cover staff will be moving across hubs but will maintain precautions as much as possible.</i></p> <p><i>Each Hub to have its own outside equipment</i></p> <p><i>Desks should be forward facing in KS2. In KS1 spaced as much as possible. In EYFS the children will be using the space as per normal.</i></p> <p><i>Children to have individual equipment provided in their areas where possible</i></p> <p><i>The year group hubs will move around the school following the timetables and guidance very closely</i></p> <p><i>Display social distancing reminders in all areas of the school</i></p> <p><i>Use outside as much as possible during the day (daily mile) and ventilate all areas</i></p>		<p>SLT All staff</p>		
Children playing together	<p>Pupils</p>	<p><i>Breaks staggered.</i></p> <p><i>Playground equipment for year groups only to be used.</i></p> <p><i>Games need to be played that minimise contact</i></p> <p><i>Site Manager to check play areas daily and remove any hazards</i></p> <p><i>Ensure expectations for behaviour are set by staff before break and lunchtimes</i></p>	<p>Continue to evaluate</p>	<p>Senior Leader on Duty Lunch time staff</p>		
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to	Who needs to carry out the action?	When is the action	Daily Changes and Review

			control the risks?		completed	
School activities and learning	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p><i>Consider which lessons or classroom activities could take place outdoors</i></p> <p><i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings</i></p> <p><i>PE lessons take place outside as much as possible and when in the halls all equipment to be wiped down after and before sessions avoid high contact activities at all times.</i></p> <p><i>See addendum to the behaviour policy for details. Any behaviour issues with children SLT members will be called to help.</i></p> <p><i>Assemblies to take place in the classroom daily</i></p> <p><i>Visiting Therapist, P2B and EP will meet children on a 1-1 bases only in an allocated space away from main hub and areas will be cleaned afterwards</i></p> <p><i>All rooms will be fully ventilated with doors open around school and in the classrooms.</i></p> <p>Suspended-School trips may go ahead in some circumstances. However children will not travel on public transport . The relevant coach companies and venues RA will be checked and agreed. Year groups will be encouraged to use the local area for any visits/trips particularly if they take place outside.</p> <p>Suspended Swimming will take place for Year 4 and the relevant coach companies and centre RA will be checked and agreed. (postponed due to third lockdown)</p>	<p>Review after the first day in school 15/6</p> <p>Work with SLT on plans for learning KS1 PL and EYFS PL</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>to be followed.</p> <p>To review in light of changing lockdown guidance</p>	SLT Hub leads P2B Senco	15/6 and ongoing	Review 18/6

Musical instrument lessons and clubs	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Suspended Peripatetic music teachers will continue to offer music lessons -suspended in lockdown moved online</p> <p><i>Social distancing measures will be in place including plastic screens and groups to be from established hubs only.</i></p> <p>All clubs suspended.School Clubs run by members of staff will be organised in phase group hubs given reduced numbers. Suspended in lockdown 3</p> <p>Suspended -Breakfast, After School and other Clubs will continue in phase hubs only given the reduced numbers. Social distancing measures in place.Suspended in lockdown 3</p> <p>Suspended -Volunteers are limited to activities not taking place in the classrooms, outside in the main and the children are in Year group hubs only.</p>	<p>To review in light of changing lockdown guidance</p> <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes and Review
Cleaning and Hygiene Standards	<p>Staff, pupils, parents/carers community</p>	<p><i>Regular hand-washing is to be directed – on arrival, before and after breaks and at home time Soap must be available in all toilet facilities and classrooms</i></p> <p><i>Hand washing/gel where possible should be in all key areas eg reception, staffroom . outside areas Tissues to be readily available for all staff and pupils to follow the catch it, bin, it kill it advice Stock of soaps/sanitiser in place Site Managers to replenish stocks of soap and sanitiser throughout the school day</i></p>	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Hand gel contract set up for 4 points in school</p>	<p>All staff SBM Site staff Cleaners</p>	<p>Controls in place</p> <p>Further action ongoing</p>	

		<p><i>Cleaning company asked to focus on surfaces that are a risk of transferring the infection – tables, door handles etc</i></p> <p><i>Door handles and toilets cleaned at lunchtime</i></p> <p><i>All areas to be well ventilated</i></p> <p><i>All rooms to have their own surface spray, gloves and cloths for use in the day – lunchtime etc</i></p> <p><i>PPE available for changing children and for First Aid in the medical room</i></p> <p><i>Staff room seating-additional areas to be set up in the lower staff room-social distancing must be adhered to. Visors and masks may be worn in and around communal areas unless consuming food</i></p> <p><i>All utensils must go in the dishwasher and anything used must be wiped down with wipes provided. Regular hand washing must be observed. All staff must social distance in these areas and wear a mask/visor</i></p>	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal			
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Dealing with suspected and confirmed of coronavirus	Staff, pupils, parents/carers community	<p>Suspected cases:</p> <p><i>If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. If a child is awaiting collection, they should be moved, if possible, to the school house kitchen where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If they need to go to the bathroom while waiting to be</i></p>	<p><i>Keep up to date with DfE guidance</i></p> <p><i>Letters to parents with updates and expectations</i></p>	SLt hub leads First Aiders Parents Pupils	on going	Review as cases emerge
A child or staff member shows						

<p>symptoms of the Coronavirus.</p> <p>A child or adult tests positive for the virus</p>		<p>collected, they must use a separate bathroom in the school house downstairs and this will then be cleaned before another person can use again</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>The school office will then communicate with the parent that the child will need to isolate for 10 days and other household members about the need to self-isolate for 10 days. All staff and young people have access to testing and the families and are encouraged to get a test. We will need to make a reasonable assessment about safe admission of a child back to school within the 10 day isolation period. The Head Teacher will then notify the other members of the hub to stay alert for symptoms and follow the self-isolation advice, as above.</p> <p>All stakeholders are asked to use the track and trace procedures as set out in the stay at home guidance .</p> <p>Confirmed cases:</p> <p>If a child, young person or staff member tests positive, the school will contact Public health for further guidance and the Head Teacher will then notify the other members of the hub to stay alert for symptoms and follow the self-isolation advice, as above. Based on this guidance the school may send home those who have had close contact with the person who tested positive.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>Track and trace arrangements</p>			
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<p>Track and Trace arrangements</p>	<p>STAFF WHO HAVE BEEN ASKED TO SELF ISOLATE THROUGH THE TEST AND TRACE PROCESS (If they are a 'close contact' of a confirmed case of coronavirus)</p>	<p><i>Staff who have been contacted by the NHS test and trace service should follow any guidance given to them by the test and trace service</i></p> <p><i>Stay at home (self-isolate) and do not leave your house for 10 days from the date when the household member first had symptoms</i></p> <p><i>A 'contact' is defined as a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be: people who spend significant time in the same household as a person who has tested positive for COVID-19 a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including</i></p> <ul style="list-style-type: none"> <i>o being coughed on</i> <i>o having a face-to-face conversation within one metre.</i> <i>o having skin-to-skin physical contact,</i> <i>o contact within one metre for one minute or longer without face-to-face contact</i> <p><i>a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</i></p> <p><i>a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.</i></p> <p>These staff should not be at school</p>	<p><i>Link to Gov UK test and trace guidance</i> https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>	<p>SLt hub leads First Aiders Parents Pupils</p>	<p>On receipt of the information from the staff member</p>	
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<p>CEV-STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP (2/12/20)</p>		<p><i>The guidance in the link below sets out advice for those who are in the clinically extremely vulnerable group. It provides a list of those who would be classified as clinically extremely vulnerable as well as guidance for anyone who thinks they should be on the list.</i></p> <p><i>The guidance includes a section on how clinically extremely vulnerable people can access care and support to help keep them safe and well and look after their mental as well as physical health.</i></p>	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>			
<p>STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY VULNERABLE GROUP</p>		<p><i>This group can go to work, if they cannot work from home, as long as the workplace is Covid secure</i></p>				
<p>STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO ARE IDENTIFIED AS BEING ON THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP</p>		<p><i>The latest Govt guidance is that these staff can attend the workplace</i></p> <p><i>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the model on the EgFL - https://www.eqfl.org.uk/facilities/health-and-</i></p>	<p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p><i>The Royal College of Obstetrics and</i></p>			

<p>STAFF WHO ARE PREGNANT</p>		<p><u>safety/new-expectant-mothers</u></p> <p><i>As well as the standard risk assessment for pregnant staff (which may have already been completed by the school), we will need to undertake an individual staff risk assessment.</i></p> <p><i>Stay at home (self-isolate) and not leave your house for 10 days from the date when the household member first had symptoms</i></p> <p><i>Follow guidance for <u>households with possible coronavirus infection</u></i></p> <p><i>Inform the school and get tested if you develop symptoms yourself</i></p>	<p>Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women.</u></p>	<p>SLT and appropriate staff member</p>		
<p>STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO IS SYMPTOMATIC WITH COVID SYMPTOMS</p>		<p><i>Please follow guidance on test and trace and managing a suspected or confirmed case in an education setting, see 5 below</i></p> <p><i>These staff should not be at school</i></p>	<p><i>These staff can be asked to work from home</i></p>			
<p>STAFF WHO ARE RELUCTANT TO ATTEND WORK DUE TO ANXIETY FOR THEIR OWN SAFETY RELATED TO COVID 19 AND</p>		<p><i>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to</i></p>	<p><i>In addition please follow the guidance on the link below <u>https://www.gov.uk/government/publications/covid-</u></i></p>			

<p>WHO MAY OTHERWISE BE AT INCREASED RISK FROM COVID 19</p> <p>STAFF WHO ARE REQUIRED TO SELF-ISOLATE (QUARANTINE) AFTER RETURN TO THE UK OR PRIOR TO HOSPITAL ADMISSION</p>		<p><i>school in September as long as the system of controls set out in the DfE guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</i></p> <p><i>Staff returning from a country which is not on the 'exempt' list will be required to self-isolate for a period of 10 days.</i></p> <p><i>Please see details in this link for the list of exempt countries and the process for self-isolating</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p>	<p><u>19-stay-at-home-guidance</u></p> <p><u>COVID-19: review of disparities in risks and outcomes report</u></p> <p><i>This could include staff from a BAME background who may have concerns and in these circumstances</i></p> <p><i>The Government currently advises British nationals against all but essential international travel although some countries are exempt from this advice. Please see this link</i></p> <p><u>https://www.gov.uk/foreign-travel-advice</u></p> <p><i>There will be exceptions when an employee can demonstrate an urgent need for making essential travel, for</i></p>	<p>SLT and appropriate staff member</p> <p>Wellbeing resources to provide support and help can be found on this link https://www.egfl.org.uk/sites/default/files/Main/Staff%20Wellbeing.pdf</p> <p>Individual risk assessments set up</p>		
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<p>STAFF WHO CANNOT ATTEND WORK DUE TO CHILDCARE RESPONSIBILITIES</p>		<p><i>Check and understand background to childcare concerns and ascertain why they cannot now revert to childcare provisions that were in place prior to lockdown.</i></p> <p><i>Is the breakdown in childcare provision temporary?</i></p> <p><i>Can you be more flexible (e.g. with working hours) on a short-term basis to support them being able to work while they make permanent/long term arrangements for childcare?</i></p> <p><i>Can childcare responsibility be shared (e.g. with partner)</i></p>	<p><i>example to visit a very sick close relative. Staff in schools should be reminded of this advice and asked to discuss with the school any travel plans that they have</i></p> <p><i>Can they work from home for a short period whilst they arrange childcare provisions?</i></p> <p><i>Is this beyond their control or is it a matter of choice (e.g. they do not want to send their child to nursery/school even if a place available)</i></p> <p><i>It is important in some cases to establish if the member of staff is required to self-isolate themselves, this could be the case</i></p>			
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			<i>if their child is symptomatic or has had a positive test result. Please refer to categories 2 and 4 above.</i>			
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Lunchtimes	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In	<i>All lunches will either be provided by parents or Harrisons. These will all be served in the Old Hall in hubs. Stagger lunchtimes slots for each hub so that they can then use outside areas after lunch Rigorous handwashing for all children and staff Lunch in year groups and children should be kept apart as much as possible and tables should be cleaned between each group. Consider one-way circulation, or place a divider down</i>	<i>Set up with Harrisons Site team arranging door stops, arrows for circulation of one way traffic</i>	SLT SBM Harrisons Parents and carers		Review weekly

	severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>the middle of the hall</i></p> <p><i>Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</i></p> <p><i>SMSAs wear visors in the halls at all times.</i></p> <p><i>PPE available in the medical room</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>				
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes and review
Administering First aid/ Medication	<p>Biological hazard- Covid-19</p> <p>staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms,</p>	<p><i>Have a suitable number of staff on duty</i></p> <p><i>Have a first aid risk assessment and medication policy in place</i></p> <p><i>PPE preparation in place for the medical room</i></p> <p><i>Consideration of the administering of first aid and the medical room arrangements</i></p> <p><i>Social distancing markers for the medical room</i></p> <p><i>One child at a time with a staff member where possible (staff will drop off)</i></p> <p><i>All medication will be wiped after use and stored in individual containers</i></p> <p><i>Minimal traffic into the MR and Office at all times</i></p> <p><i>See PPE section and training for staff</i></p>	<p>St John's Ambulance advice followed by first aiders during the Covid-19 pandemic.</p> <p>Guidance on the number of first aiders required provided here</p> <p>Administering first aid and medication risk assessments to be amended by schools</p> <p>Government PPE guidance followed.</p>	SBM to lead-Medical rm team reminders to all first aiders and lunchtime staff	15/6	Review during the first few days back

	and in rare cases, even death.		All staff to have basic guidance provided	HT at briefing 8/6		
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Transport Arrangements	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Staff parents and students are encouraged to walk or cycle to their education setting where possible, or use private vehicles</i></p> <p><i>If staff, parents and children travel on public transport they must wear face coverings</i></p> <p><i>The school will not provide face coverings for children and families in order to travel on public transport</i></p> <p><i>Staff provided with information about the Ealing cycle scheme</i></p> <p><i>Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers</i></p>	<p><i>SLT to speak to all staff where this is a problem and discuss alternatives</i></p> <p><i>Parents will be written to about travel to and from school</i></p>	Head Teacher All staff All parents and children	Ongoing	To be reviewed
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes and review
Health and Safety	All staff and children	<i>Each class will follow the fire exit procedures for their classroom</i>	Fire drill first week back	Site manager and SLT	wk beg 15/6	

Fire procedures		<i>Doors will be open to provide ventilation and must be closed behind people in the event of a fire or a drill</i>				
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
Use of PPE	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>All staff to be provided with masks and visor for communal areas</i></p> <p><i>Consideration of the administering of first aid and the medical room arrangements</i></p> <p><i>Individual pupil risk assessment and/or behavioural support plan to be updated and reviewed</i></p> <p><i>Staff related risk assessment to be updated for those who are vulnerable</i></p> <p><i>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</i></p> <ul style="list-style-type: none"> ☒ Disposable gloves; ☒ Disposable apron; ☒ Fluid resistant (type IIR) surgical mask; ☒ Eye protection where there is a risk of splashing of bodily fluids. ☒ Visors <p><i>PPE should also be provided in the following cases:</i></p> <ul style="list-style-type: none"> ☒ Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. ☒ If 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, and a distance of 2 metres cannot be maintained. 	<p>Government PPE guidance followed.</p> <p>The family Information Service can arrange for this PPE to be delivered to schools via the Family Information Service – children@ealing.gov.uk tel. 0208 825 5588</p>	SBM Site staff Senco and parents Head Teacher working with individual staff	On going	Review need and stocks of PPE

		<i>NES have prepared a limited amount of PPE Grab bags available to all staff</i>				
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes/Reviews
Pupil wellbeing	Pupils	<i>Information provided to all parents and carers. Work with P2B to establish needs on arrival back at school All staff to be aware of issues with their children and in contact with parents via the admin team Regular time for the recovery curriculum and PSE planned in the hubs and through assembly themes prior to the return Plenty of physical activity and breaks planned for the day</i>	Staff training to deal with increased anxiety -Liz from P2 B to recommend resources for staff	SLT Hub leads for planning Mr M and HT-assembly themes	On going	
Staff wellbeing during this period of uncertainty	Staff	<i>Continuing to update staff as situations develop and through their teams Individual risk assessments with members of staff completed prior to the start of term with HT Staff to be reminded at all times to ensure they are following social distancing guidance (Direct close contacts: Direct face to face to face contact with a case for any length of time, including exposure within 1 metre for 1 minute or longer Proximity contacts: Extended close contact (within 1-2m for more than 15 minutes) with a case Travelled in a small vehicle with a case) Where possible there will be minimal staff movement across the hubs. Senior leaders to keep a check that staff are feeling ok</i>	Communicate with staff around the recent arrangements Continue with well-being activities Amend all staffing and employment policies in light of Covid	Head teacher	Controls in place	Review after the first day and week

		<p><i>Staff workload to be addressed in light of covid situation and personal circumstances e.g. minimal marking and training provided for online learning</i></p> <p><i>Staff able to attend work in casual clothing to allow for travel and ease</i> <i>Use of P2B for staff</i></p> <p><i>There will be 3 kitchen areas provided but all utensils must go in the dishwasher and anything used must be wiped down with wipes provided. Regular hand washing must be observed. All staff must social distance in these areas</i></p> <p><i>Staff groups will have a specific allocated toilet for use</i> <i>Rec corridor dsabled toilet</i> <i>Nursery adult toilet in the Nursery</i> <i>Year 1/2 disabled toilet by the photocopier</i> <i>Year 3/ 4 corridor toilet</i> <i>Year 5/ 6 Year 5 area</i> <i>All other staff to use staff room toilet</i> <i>Core team and admin toilet in the medical room</i> <i>SMSA team-toilet in the staff room</i></p> <p><i>Meet the teacher and Parent consultation meetings will take place via Zoom in the Spring term and the staff will be encouraged to use telephone calls where needed</i></p>				
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
Staff ratios due to absence	Staff and pupils	<i>If high levels of absence due to coronavirus symptoms, then consider the following in order:</i> <i>Use of internal cover staff</i>	Continue to monitor action	Headteacher SLT	Controls in place	review and consider for

		<p><i>Use of outside agencies</i> <i>Closure of school if the absence becomes too high</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	identified as the situation changes			September opening
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
Children turning up for school that should not be there as their hub has been closed	Staff and pupils	<p><i>If a child arrives with their parent, then send them home</i></p> <p><i>If a child arrives on their own, then contact the parent to collect them from school (placed in the isolation area)</i></p> <p><i>If the parent cannot be contacted, then keep the child at school until parents are reached</i></p> <p><i>Follow the conversation up with a formal letter to explain why they cannot be in school</i></p>	None	Senior Leader on duty	Ongoing	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
Safeguarding of pupils	Pupils	<p><i>School to set up drop off and collection system for start and end of day for each year group</i></p> <p><i>Children should be collected by their parent and should not walk home on their own unless we have written permission from parents (Year 5 and 6 only)</i></p>	Continue to evaluate	All staff	Ongoing	

		<p><i>DSL to be aware of all pupils on school site who are on the CP register</i></p> <p><i>Child protection procedures remain the same so any concerns are reported in the same way through cause for concern on 'my concern online'</i></p> <p><i>Current safeguarding procedures and checks should be maintained</i></p> <p><i>Ensure a member of staff with medical training is on school site at all times</i></p> <p><i>If there is an emergency, first aiders will be called or the child taken to the medical room.</i></p> <p><i>Only children who need regular medication should go to the medical room where possible.</i></p> <p><i>Behaviour issues to be dealt with by PL/SLT</i></p> <p><i>All behaviour that is challenging should be managed using the school's positive behaviour policy. (See updated behaviour policy)</i></p> <p><i>Parents will be reminded of expectations around social distancing etc.</i></p> <p><i>Safer handling policy remains in place</i></p>				
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Daily Changes
In the event of closure/hub closures Parents and pupils being on site collecting home learning	Staff, pupils	<p><i>Online learning through the Google classroom will be reinstated and enhanced for lockdown 3</i></p> <p><i>Parents must be told to wait outside and staff will bring out home learning packs to them.</i></p> <p><i>Ensure safe social distances are adhered to at all times</i></p> <p><i>If high numbers of parents are collecting items then we will set a rota for year groups</i></p>	Continue to evaluate	SLT and Office staff	Ongoing	