

RECOVERY PLAN and RISK ASSESSMENT

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions from 1st September 2020

Location of activity: Anderton Primary School, Babylon Lane, Anderton, Lancashire PR6 9NN.

This document should be read alongside the following Government guidelines:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Team/School name: Address & Contact details:	Anderton Primary School Babylon Lane Anderton PR6 9NN	Name of Person(s) undertaking Assessment:	Mrs R Norton-Smith
		Signature(s):	R J Norton-Smith
Line Manager/ Headteacher (Name/Title):	Mrs Rachel Norton-Smith Headteacher	Date of Assessment:	20 th October 2020 Updates highlighted in yellow.
Signature:	R J Norton-Smith	Planned Review Date:	6 th November 2020
Date/How communicated to staff:	Email	Date/How communicated to governors:	Emailed 23 rd October with weekly monitoring report
Date/How communicated to parents:	Published on school website Thursday 22 nd October 2020		

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractor, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE (Public Health England), H&S and HR. <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. <p>We at Anderton Primary School will be working strictly under the guidance of this government statement, 'Schools should work through the hierarchy of measures set out.</p> <ul style="list-style-type: none"> * avoid contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings * minimising contact and mixing <p>Risk assessment based on most up to date guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff and parents to be made aware of and understand that they will need to be ready and willing to co-operate with the Test and Trace Public Health Protection Team should they or their child become symptomatic or provide a positive test result. This includes booking and taking a test, providing details and self-isolating according to Government guidelines.</p>

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			<ul style="list-style-type: none"> • Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing. • Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns). • If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent. • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment, as necessary. • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable. • Staff members who are in the most at-risk categories are reminded to take particular care. Where an employee expresses concerns, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in

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			<p>consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes.</p> <ul style="list-style-type: none"> • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff. • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal. • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal. • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Staff, pupils & household members displaying signs of COVID-19	Employees, pupils, visitors, contractor, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents, and pupils are made aware of the virus symptoms and this is frequently communicated home via the newsletter/Dojo. • Staff, other adults, and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19.

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			<ul style="list-style-type: none"> • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms. • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school. • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating. • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They will go home to shower and change and return to school. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team. • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in the music room until they can be collected, whilst being mindful of the individual pupils' needs and supervised by an adult. • Ideally, a window will be opened in the room for increased ventilation. • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;
Staff, pupils & household members test	Employees, pupils, visitors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have

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positive for COVID-19	contractor, parents		<p>symptoms including a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"> • The School will contact the local health protection team as soon as they have been notified of a positive result either by Email: clhpt@phe.gov.uk or Tel: 0344 225 0562 (office hours) or 0151 434 4819 (out of hours); (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ➤ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including 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 individual. ➤ travelling in a small vehicle, i.e. a car, with an infected person. • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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			<ul style="list-style-type: none"> Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test. If the test is negative, they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms. An anonymous weekly report (each Friday) will be sent to Governors indicating staff and pupils who are having to self-isolate or who are waiting for test results and the year group affected.
Outbreak of Covid-19 within school	Employees, pupils, visitors, contractor, parents	Spread of infectious disease	<ul style="list-style-type: none"> The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required. School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

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Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Employees, pupils, visitors, contractor, parents	Spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training are provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. • Senior personnel are available to offer support and advice and to monitor the current working arrangements daily. • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities. • All visitors to school are required to engage with track and trace and complete a register on entry to school. • Signage, posters, and other instructions are displayed to support implementation of COVID secure measures. • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Impact of reduced staffing levels on H&S roles and responsibilities	Employees, pupils, visitors, contractor, parents	Potential spread of infectious disease, stress, injury, or	<ul style="list-style-type: none"> • Due to changes in the start of the day and in accordance with social distancing measures staff briefings will not take place. Instead all relevant information will be recorded on the whiteboard in the staff room. • All staff are asked to bring to the attention of a member of the SLT any concerns regarding current policy and procedures.

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s and arrangements		harm from accidents+ /incidents	<ul style="list-style-type: none"> • The risk assessment will be reviewed at each SLT meeting with changes made as and when required. • All up to date guidance will be shared with staff in a timely and appropriate manner. • It is the responsibility of individual members of staff to ensure they have a an up to date understanding of all procedures and how this affects their role. Any questions/ queries should be directed to a member of SLT as a matter of urgency. • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; Headteacher has spoken to all staff who will have increased responsibilities (SLT) before finalising staffing proposal. • An individual risk assessment addressing Covid-19 concerns for an employee returning to school will be undertaken when necessary. • Individual risk assessments for staff to be completed. Review dates included. • All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities. A track and trace register must be signed upon entry to school. • The Headteacher/Chair of Governors, or other nominated senior personnel, is available to offer support and advice and to monitor the current working arrangements each day. At least one member of the Senior Lead Team will be in school each day. If self-isolating, members of the SLT will still be available on the phone. • All staff can contact either the Headteacher or the Chair of Governors via email if they feel they need to raise a concern. <p style="text-align: right;">Head@anderton.lancs.sch.uk mfrost@anderton.lancs.sch.uk</p>

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Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractor, visitors	Potential infectious disease, Injury, or harm from accidents,	<ul style="list-style-type: none"> Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service. All employees will return to school and complete their normal contracted hours from 1st September 2020. Individual risk assessments will be undertaken by the Head teacher as requested by the member of staff. Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required. Lone working will be monitored by a nominated employee on site e.g. any building maintenance by the site supervisor, will be noted on the whiteboard along with their whereabouts, a check-out and expected check-in time. The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.
Spread of Covid-19 during transport to	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> Parents, pupils, and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Staff, parents, and pupils are encouraged to walk or cycle to school where possible. Where this is not possible, use of private transport is recommended.

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and from school		Pupils stranded or missing	<ul style="list-style-type: none"> Public transport should be avoided wherever possible. If public transport must be used, staff, parents and pupils are advised to follow social distancing rules and thoroughly wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school. Parents/ carers will be informed of the Governments requirement to wear a face covering/ mask when travelling on public transport. School crossing patrol have been advised of school arrangements so that safe crossing can be secured.
Spread of Covid-19 when arriving at school	Employees, pupils, visitors, contractor, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines. Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door. Parents have been advised that only one parent should accompany their child to the school entrance. Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school. Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home. Those removing face coverings are required to wash or sanitise their hands immediately after removing it. The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings; All staff and pupils gel their hands when arriving at school.

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			<ul style="list-style-type: none"> Visitors to school such as specialist teachers must complete the track and trace register. School will engage with the companies own risk assessment and implement recommendations accordingly.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractor, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Guidance and training are provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins. All employees, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; (Information posters around school – e-Bug website) All employees and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. Hand sanitizer available throughout school for adults to access. Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing. Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands (SEND pupils given extra support and guidance). Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). New lidded, 'touchless' bins purchased and distributed throughout school. Tissues are readily available in the areas being used.

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			<ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. • Hand washing facilities available for all children and adults. • Children with sensitive skin encouraged to bring their own soap in from home. • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door, and window handles, taps, desk/tabletops, sports equipment, teaching & learning aids, computer equipment, telephones, toys, and bathroom facilities. • All occupied areas will be thoroughly cleaned at the end of the day by teaching staff, site supervisor and/or school cleaner. • Playground equipment cleaned between groups of pupils using it. Outdoor equipment is not to be used. Each class to have their own designated equipment. • All equipment should be cleaned frequently and left unused for a period of 48 hours (72 hours for plastic) before use by a different class bubble. • Pupils can bring bags to school but resources being brought in need to be limited. Pupils and teachers can take books and other shared resources including reading books home. Returned books will be quarantined for 72 hours before next use. • A documented cleaning checklist in every group is in place to ensure the enhanced cleaning schedule is followed and maintained.

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			<ul style="list-style-type: none"> • Employees have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • PPE is provided for employees to wear during cleaning activities and when dealing with an injury or child who is ill and must be worn as instructed e.g. gloves, aprons etc. PPE "Grab bags" throughout school for immediate, emergency use. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff of pupil displaying symptoms. • COSHH (Control of Substances Hazardous to Health) risk assessments are in place and followed for cleaning products and have been shared with staff, as necessary. • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day (designated space in the classrooms away from children). • To facilitate social distancing and to limit the number of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. Where necessary additional storage facilities will be provided. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage. • Children’s personal items will be stored in their locker or tray in the classroom. • Good housekeeping is maintained at all times.

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			<ul style="list-style-type: none"> Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site. Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste. Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor. A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination. Bullet pointed instructions for cleaning down of frequently touched services displayed in each classroom.
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractor, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Guidance on Social Distancing will be adhered to where it is practically possible. DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; Classes will remain in their base classroom as a full class bubble consisting of one teacher and at least one teaching assistant. Year 1 and Year 2 will form one bubble in order to share playground space at lunchtime and in preparation for the Christmas play. The start of the school day has been changed allowing parents to drop off their children in a 15-minute window from 8.35 – 8.50am to reduce the number of parents near school. Three entrances are used and 'manned' by a member of staff. Parents are encouraged not to enter the school grounds at the start or during the school day.

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			<ul style="list-style-type: none"> • Arrival and collection points for children are at different locations around school to keep class bubbles separate from one another. • End of the school day is staggered, 3.20pm for KS1 (Key Stage 1) and 3.30pm for KS2 (Key Stage 2) to reduce the number of parents congregating around school. Parents will be asked to stand at their child's collection point maintaining adequate social distance. • School assemblies will not take place until further guidance is received. This includes the weekly celebration assembly • Pupils will remain in their class groups at all times each day. • Staff will maintain distance from pupils and other staff members as much as possible. • Classrooms from Year 2 – 6 will be organised so desks are front facing. • Good ventilation to be practiced including the opening of doors and windows. Staff to be reminded of this as the weather becomes colder. Fire and safeguarding considerations to be followed. • The same teacher(s) and other staff will be assigned to each class and, as far as possible, these will stay the same during the day and on subsequent days. Some members of staff including the head teacher, HLTA (Higher Level Teaching Assistant) and TA (Teacher Assessment) level 3s may need to work in a variety of different classes with different bubbles. This will be limited where possible and social distancing observed. • The teacher and pupils within each class will use the same classroom or area of a setting throughout the day.

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			<ul style="list-style-type: none"> • Lunchtimes will be staggered to reduce the classes mixing with each other. Each class is allocated a specific playground/ area. • Pupils will eat within their class groups in the dinner centre. Year 3 and 4 sandwiches in their classrooms. • Staff are asked to ensure that the staff room does not become overcrowded by using classrooms and the office. • Specific toilet areas are designated to different groups of children. • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing. • As far as practical groups will be kept apart with only brief transitory contact if this is unavoidable. • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their classes. • Outdoor learning will be encouraged to reduce the possibility of transmission. • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable, they will be instructed to follow handwashing and social distancing guidelines. • Pupils are asked to return to school in full school uniform from 1st September. There is no requirement for this to be washed any more than normal. Pupils to attend school in their PE kit on the day their class is doing PE.

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			<ul style="list-style-type: none"> • Parents/carers with a questions or concerns must telephone school or send an email directly to the Headteacher or bursar. Parents/Carers will not be allowed on site at any time unless collecting a child who is ill. Emergency appointments can be made through a telephone call to the school office. • Parents have been advised that only one parent should accompany their child to the school entrance. • Meetings to be held via remote working tools wherever possible. Staff meetings and SLT meetings to take place via Teams. • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors. • Measures have been put in place to protect office staff when dealing with contractors, parents, and visitors. • Wherever possible, contractors, parents and visitors should only attend by prior appointment. Details of all visitors to school will be collected and stored in order to adhere to test and trace regulations. • The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed • Before and after school club will be open. The children will be organised into smaller groups and will occupy the music room, hall, and the outdoors to encourage social distancing. Groups/ staff to remain consistent where possible. • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people.

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			<ul style="list-style-type: none"> The use of outside providers such as CSSP/ peripatetic music teachers/ specialist teachers and supply teachers is permitted. All visiting staff to have details stored for test and trace procedures and copies of their organisation risk assessments to be made available.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractor, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation. Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves. Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Anyone showing symptoms can and should access testing which can be booked online – NHS testing and tracing for coronavirus website. Should a test come back positive contact https://www.gov.uk/guidance/contacts-phe-health-protection-teams If a pupil displays symptoms they will not be permitted to remain in school. Their parent/carer etc will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of individual pupils' needs. If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;

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			<ul style="list-style-type: none"> • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else. • Anyone who is symptomatic or had a positive test in the last ten days should follow the local health protection team advice by not coming into school. If anyone in school becomes unwell with symptoms, they should self-isolate for 10 days and have a test. Other members of the household should self-isolate for 14 days. • Routine temperature checking is not recommended by Public Health England. A thermometer is held in school but permission from parents will be obtained before use and only in extraordinary situations.
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractor, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19. • Particular care will be taken in music, dance, and drama lessons to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama. • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where possible, microphones will be used. • If microphones are shared guidance on handling equipment will be followed. • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies • Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player.

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			<ul style="list-style-type: none"> • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place. • When practical, singing and wind/brass instruments will be played outside. If this is not possible a room will be used with as much space as possible including rooms with high ceiling to enable dilution of aerosol transmission. <p><i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i></p>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractor, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Additional space for breaks will be created by using other parts of the school if available. • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained. • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractor, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible. • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors. • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available. • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use. • Meetings are held outdoors or in a well-ventilated designated room.

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Manual Handling	Employees	Musculoskeletal injuries	<ul style="list-style-type: none"> ● A dynamic risk assessment is carried out when moving furniture & resources which considers. <ul style="list-style-type: none"> ○ the task being undertaken. ○ the capabilities of individual carrying out the task. ○ the load being lifted or moved. ○ the surroundings (environment).
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractor, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning. ● PPE "Grab bags" will be provided throughout school. ● PPE is sourced through the school's usual procurement routes. ● Disposable gloves and impermeable aprons must be worn during cleaning and sanitization. ● Disposal gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. ● Staff are provided with information and instruction on the use and disposal of PPE including face masks. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

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			<ul style="list-style-type: none"> • If a parent wishes for their child to wear a face covering, they will be asked to meet with the head teacher to discuss the reasons behind this decision. Face coverings are not recommended for children aged 11 and under and therefore this practice will be discouraged. • Anyone who chooses to wear a face covering must follow the guidance on the safe wearing of face coverings including (refer to additional guidance document above). <ul style="list-style-type: none"> ○ Cleaning hands before and after touching the front of the covering ○ Safe storage in individual, sealable plastic bag between use ○ If the covering becomes damp it should not be worn ○ Pupils must be instructed not to touch the face covering during use ○ Temporary face covers should be disposed of in general waste ○ Reusable ones in a plastic bag to be take home
First aid provision	All building occupants	Untreated injuries Staff unsure about treating pupils	<ul style="list-style-type: none"> • Employees working in the school are kept informed of the first aid arrangements via a whiteboard in the staffroom which is updated daily. • As a minimum an Appointed Person will be delegated to take charge in an emergency. Mrs R Norton-Smith (Headteacher) Mrs K Laithwaite (Deputy Headteacher)

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			<ul style="list-style-type: none"> • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE (Health and Safety Executive) has announced a 3-month extension to the validity of all first aid certificates, including Paediatric First Aid. • Should it be considered necessary PPE should be worn during the administration of first aid. This should then be disposed of appropriately.
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks. • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries,	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc. • Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency. Fire doors are not to be wedged open to aid in ventilation.

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
		death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage. • Nominated persons are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer (Mrs K Laithwaite) and report any concerns e.g. areas of a building that may not have been checked. ○ to act as Fire Wardens, take out the register and emergency grab bag. In the event of a lock-down - <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. <p>In an emergency there is no requirement to adhere to the 2-metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation.</p>
Reduced premises inspections, tests, servicing, and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up to date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed, they will be safely left

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		a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<p>until the school fully reopens, at which point checks will be made as part of the reopening process.</p> <ul style="list-style-type: none"> ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up to date. ○ <u>Testing of electrical items (PAT (Portable Appliance Testing))</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. <ul style="list-style-type: none"> ● Records of all testing and checks will be kept. ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
Transmission of Covid-19 through airborne particles from	Employees, pupils, visitors, contractor, parents,	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only and wherever possible by appointment. ● School lunches will be provided for all Free School Meals families and all Universal Free School Meals children (Children in Reception, Year 1, and Year 2 only). Deliveries for the school kitchen will be kept to the absolute minimum. Lunches will be eaten within the dinner centre with classes using the centre at an

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customers, visitors and contractors accessing the building	members of the public		<p>allocated time where possible. Tables and chairs to be wiped down after each class has vacated the centre.</p> <ul style="list-style-type: none"> • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry. • Contractors must obtain permission before attending site. • Site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19. • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site. • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival. • Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people. • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit. • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use.

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			<ul style="list-style-type: none"> • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. • The number of site deliveries has been reduced where possible. • A procedure is in place to wipe down deliveries with sanitizer entering the school premises where possible. • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised. • Details of all visitors to the school will be collected to aid in test and trace procedures. <ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only. • Supply teachers, specialist teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools. • To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs. • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.

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			<ul style="list-style-type: none"> • Specialists, therapists, clinicians, and other support staff for pupils with SEND will provide interventions as usual. • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry. • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19. • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site. • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival. • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. • A record of all visitors is kept in the event this may be required for track and trace purposes. • Contractors must obtain permission before attending site & must, where possible, only attend before 8.30am and after 3.30pm. • When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use. • Contractors will wear appropriate PPE as determined by their employer; however, they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry.

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> All staff will be expected to return to school on 1st September 2020. For other members of staff on the extremely critically vulnerable list, a risk assessment will be completed prior to their return to school and will be continually reviewed with the Headteacher. In extreme situations where a member of staff needs to work from home, they will undertake DSE eLearning and are aware of how-to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> H&S COVID-19 web page (section on 'How to support employees working from home') <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.dafety@lancashire.gov.uk</p> <ul style="list-style-type: none"> In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.
Stress and Anxiety	Staff Parents Pupils	Increased levels of stress/anxiety and lower than normal	<ul style="list-style-type: none"> The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary. Usual pupil attendance rules apply however individual parent/ pupil concerns and anxiety will be addressed through discussion and reassurance.

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		levels of wellbeing	<ul style="list-style-type: none"> • Remote education will be made available immediately should a child be unable to attend school due to complying with clinical or public health advice. See remote learning offer in Homework Policy on school website. • Staff can contact a colleague or manager for advice and support, or just for reassurance, during the normal working day. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. • Staff are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

We certify that the risk assessment above fully applies to the area/task/activity under assessment in Anderton Primary School.

Signed:

Name: Mrs Rachel Norton-Smith

Risk Assessor: Mrs Rachel Norton-Smith

Signed:

Name: Mr Mark Frost (Chair of Governors)

On behalf of the Full Governing Body of Anderton Primary School

PART C: ACTION PLAN Further action / controls required

Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Completed
Inform staff and parents of need to engage with test and trace procedures.	RNS	1	01/09/2020	Inform parents via class dojo message and email. Reminders on newsletter	<input checked="" type="checkbox"/> Ongoing reminders
Update risk assessments for staff deemed extremely clinically vulnerable.	RNS	1	To be completed by 04/09/2020		<input checked="" type="checkbox"/> Reviewed regularly
Check and update, where necessary, hygiene posters around school.	TA 3	2	01/09/2020	Use e-Bug website	<input checked="" type="checkbox"/> Check regularly
Ensure PPE boxes are complete and positioned in all rooms.	TA 3	2	01/09/2020	Check level of equipment and let KD know if anything needs to be ordered	<input checked="" type="checkbox"/> Staff responsible in own rooms
Children to be reminded about avoiding touching their faces, regular hand washing and the 'catch it, bin it, kill it process.'	Class Teachers	1	02/09/2020	Discuss during Inset	<input checked="" type="checkbox"/> Ongoing
Playground bags to be organised for each class.	TA 3	2	01/09/2020	Check contents with JD	<input checked="" type="checkbox"/> Staff responsibility
Discuss and agree attendance procedures.	RNS & KD	2	02/09/2020	Check DfE requirements	<input checked="" type="checkbox"/> Ongoing

<p>Remind parents about:</p> <ul style="list-style-type: none"> ○ Only coming on to school property when collecting ○ Directing all questions through the office via email or phone ○ Full school uniform and PE kits ○ Arrangements for before and after school club ○ Face coverings 	RNS	1	01/09/2020	Inform parents via class dojo message and email. Reminders on newsletter	<input checked="" type="checkbox"/> Regular reminders on the newsletter and class dojo
Inform staff of face coverings arrangements and procedures.	RNS	1	01/09/2020		<input checked="" type="checkbox"/> Ongoing
Discuss test and trace arrangements for visitors to school with KD	RNS & KD	2	02/09/2020		<input checked="" type="checkbox"/> Ongoing
Discuss remote education arrangements with teaching staff.	Teachers	2	02/09/2020	During staff meeting	<input checked="" type="checkbox"/> Agreed