

RISK ASSESSMENT -THE SHEVINGTON FEDERATION



Location: Millbrook Primary School and Play Along Nursery


Assessor: LA/SLT


Signed: *Karen Tomlinson*


Date of Assessment: July 2020


Review Date: OPEN


Activity: COVID-19: Primary School - Preparing for Phase 2 - September 2020 -Full Opening of School.


 Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>It is our plan is to welcome back all pupils, in all year groups, to a new school year starting in September 2020. The generic assessment in compliance with the Governments guidance (COVID-19 Guidance for Full Opening of School. Dated: 02 07 20) covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within we.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of we. The period of closure and/or partial use of the premises has been for a period of two months.</p>					
Building Safety Legionella Management	Compliance with HSG 274	All Building Users		<p>Domestic hot and cold-water services</p> <p>The requirements for the management of our buildings water system must be completed to the requirements of HSG 274 and our Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in 	<p>Discuss with our Water Hygiene Contractor our Legionella risk assessment and scheme of work.</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>


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				<p>line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</p> <ul style="list-style-type: none"> • If the hot water system has been isolated or drained down, contact our water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. 	
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		Inspect the building and if any damage to rooms containing or suspected asbestos material, contact our asbestos consultant for further advice.	Any concerns discuss with our Asbestos consultant.
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		<p>Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>Required - If equipment is outside of the inspection date, the management to contact their specialist contractor and have the TE&T completed asap.</p>
<p><u>Building Hygiene</u></p> <p>Deep Clean of all areas of we use.</p>	Compliance with current hygiene standards published by the UK Government.	All Building Users		<p>It is important that arrangements remain in place to ensure that pupils and staff are in safe place.</p> <p>Discuss with our caretaker to plan cleaning schedules, additional hours of work and undertake a thorough clean and disinfect of all rooms and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Continue to provide anti-bacterial hand gels or wipes to be located in our reception foyer for a visitor to use before they are allowed into the secure area of Millbrook. Social distancing for escorted visitors to be maintained.</p>	The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance


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Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.		<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> Open windows and doors in classrooms to promote through ventilation. If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard. Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from our Heating Ventilation and Air Conditioning engineer. (HVAC) 	<p>Government guidance.</p> <p>DoE BB101 Ventilation in schools.</p> <p>Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p>
Fire Management	Compliance with the RR(FS)O BB100	All Building Users		<p>Review and if necessary, update our building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils.</p> <p>Prior to the increased occupancy of we:</p> <ul style="list-style-type: none"> Physically test the fire alarm system and emergency lights are operational. Complete a planned Fire evacuation within 7 days or the start of the new term. Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational. Review, update and test individual named PEEP's 	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors		<ul style="list-style-type: none"> Discuss with Dolce any changes in lunch sittings, method of serving lunch, etc. Allocate appropriate level of staff for supervision of pupils. Stagger the lunch times for children so that one class is outside whilst one eats in inside in bubble groups. Allocate tables to Reception bubble who will eat in the hall Clean tables/seating. 	SLT to provide specific management details on MB return to full opening plan.


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				<p>Where possible pupils with a pack lunch will stay within their class bubble. As above.</p>	
<p>Communicate with Contractors</p>	<p>HSWA 74</p>	<p>Pupils, Staff and visitors.</p>		<p>During the summer holiday period maintenance or remedial work may be undertaken. Contact our contractors and impress on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Inform contractors and our suppliers, not to enter we if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> • Observe good hygiene practice. • Contractors to sign in and out as is normal practice • Consider times when contractors can complete work either before or after we day. 	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Use signs, poster's and regular reminders to raise awareness.</p>
<p>Management of Access Control to and from the building.</p> <p>General principles.</p>	<p>HSWA 74</p>	<p>Pupils, staff and visitors</p>		<p>The social distancing 2 metre rule remains in force for all visitors attending we building.</p> <ul style="list-style-type: none"> • Review our one-way pedestrian system and make adjustments where necessary to consider the larger numbers of pupils and parents attending the premises using the pathway from the main gate to the building entrance as the in-route and where possible a second exit route separated by distance as from the building entrance to the highway. • If the car park is used Prohibit movement of vehicles at the start and finish of we day. • Width of the footpath to allow the use of a double buggy. • Mark the floor with lines 2 metre apart if necessary • Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway. 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, poster's and regular reminders to raise awareness.</p>


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<p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>	<p>Support the management of COVID-19</p>	<p>Staff and all visitors</p>		<p>These records apply to Children’s Centre’s (Start Well) which may be located on our premises. We already operate a paper based or an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the ‘lead member’ of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of we. 	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20</p> <p>https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by we</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
<p>Entering School Site</p>	<p>Spread of Virus/failure to comply with social distancing rules</p>	<p>Staff/Visitors</p>		<ul style="list-style-type: none"> Pupils will enter we site via 3 entrances at staggered times and gate. Anyone entering we site must follow the UK Government social Distancing Guidelines. Anyone entering we site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? Has anyone in our household had any of these symptoms in the last 14 days? Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days. Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>We SLT to include specific management details.</p>


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				<p>and self-isolate themselves and their household for the appropriate amount of days.</p> <ul style="list-style-type: none"> • Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors. • One-way system in operation on the outdoor area. • Pupils must arrive on site no earlier than the designated opening time for the year group. • Once onsite pupils/visitors will be directed to class entry points around school by their teachers who will collect from the gates, • Parents are discouraged from gathering at school gates. • At [present no parents/carers will be allowed onto the premises without prior appointments- protective measures will be in place. 	
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> • Pupils and parents will leave we site via the 3 gates around school at staggered times • Pupils are asked to leave site straight after their activity has finished. • Hand sanitiser station will be available on exit to the building. • Maintain as much as possible, the 2m distance rule. • Use marked walkways where possible • Outdoor meeting stations will be setup in accordance to social distancing rules. 	<p>GOV.UK Guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Use signs, posters and regular reminders to raise awareness</p>
Communicating with parents/carers on changes	Safety of others.	Pupils, staff and parents.		<p>Phase 1 restrictions and good practice apply.</p> <ul style="list-style-type: none"> • Inform pupils and their, parents/carer's, not to enter we if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) • Inform parents that if their child needs to be accompanied into school, only one parent should attend. • Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use) • Instruct parents that they must not gather at entrance gates or doors or enter we grounds unless they have a pre-arranged appointment. 	<p>GOV.UK Guidance – Implementing Protective Measures in Education. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>


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				<ul style="list-style-type: none"> Display a polite notice at the entrance points to our grounds of prohibited activities / where the office is located. 	
Communication with Staff Protection against infection	Personal safety	Staff		<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, we plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms of COVID-19 Continue frequent hand cleaning and good respiratory hygiene practices Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. Minimizing contact and mixing with other class bubbles. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Daily updates delivered to the class by the teacher. PPA Time – try to keep the same member(s) of staff providing support to the class within the same bubble groups. If this involves a member of staff mixing between bubbles, consider the use of a face shield to be worn. Our assessment for the Full Opening of school in September 2020 to be published on our website for access to all staff and the Union representatives. <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>GOV.UK Guidance. Staying alert and safe (social distancing)</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p> <p>Pupils who become violent and require restraint, contact our TESS officer for support advice.</p>
Class Bubbles Staying Alert, Staying Safe	Working environment	Pupils and Staff		<p>Where possible the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a Class size bubble. To help minimize the risk of the virus spreading to both staff and pupils, we will:</p> <ul style="list-style-type: none"> Inform children, parents and visitors not to enter if they are displaying any symptoms of coronavirus. (COVID-19) Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. Pupils to stay and work within their class bubble. 	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>Face covering are not recommended for use in schools</p> <p>We SLT to include specific detailed information for the management of we day.....</p>


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				<ul style="list-style-type: none"> • Remove unnecessary furniture to open up the classroom and organize the desks to face forward. • Where possible clearly mark out the floor area where the Teacher will deliver the lesson topic • Stagger lunch times, break times, and the movement of pupils around, to reduce large groups gathering. • We have a packed lunch Take-Out service during lunch with pupils eating in a designated area or outside in their class groups. (weather permitting). • Stagger class timings for the start and finish of our day. • Consider if play and lunch times can be reduced to take account of the staggered start times/finish timings but provide suitable breaks periods for staff. • Discourage parents from gathering at school gates. • Display signage at all entrances into school and along corridors to raise awareness of social distancing. • Introduce a one-way system or divide the corridor into two lanes for walking on the left. • Class bubbles to be allocated their own entry and exit point to and from the classroom/building. • Mark off the playground floor where pupils will line up prior to reentering the building using cones put out daily by caretaker. • Whole school assemblies will not be undertaken – these will be in classrooms or via Zoom. <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	
Personal Protective Equipment	Personal protection	Pupil and Staff		<p>Wearing a face covering or face mask in school is not recommended. Except PPE that they would normally need for their topic work or to provide pupil personal support. Staff and pupils are not required to wear face coverings.</p> <p>See guidance link for further information.</p>	<p>Safe Working in Education, Childcare and Children’s Social Care Settings including the Use of Personal Protective Equipment 16 06 20 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-include-the-use-of-personal-protective-equipment-ppe</p>


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First Aid	Support to others	Pupils, staff and Visitors		<ul style="list-style-type: none"> The number of first aiders to be available within school for the general population has not changed. For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment. If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Note: as of the 18 05 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> High Temperature 37.8°C Continuous Cough Loss of taste and smell <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Classroom Management	Staffing	Pupils and staff		<ul style="list-style-type: none"> The class will operate as a bubble with a teacher and, if possible, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Utilise any unused rooms as storage for unused furniture. Change the layout of the classroom to forward facing desks. If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed. 	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>


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				<ul style="list-style-type: none"> Everyone frequently their clean hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach Frequently clean touched hard surfaces using standard detergents products. Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray. 	<p>We SLT to include specific detailed information for the management of we day....</p>
Early Years classes	Nursery and Reception			<p>Early years groups in school should:</p> <ul style="list-style-type: none"> Stay within their class bubble throughout the day to avoid mixing with other groups. Ensure play equipment that is used is appropriately cleaned after use by small groups of children. Remove unnecessary furniture from classroom and resource areas to open up the floor space. Consider where unused furniture will be stored and access. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Paediatric first aid cover – see first aid section above Review where required the EHCP and other support plans of the named pupils. Work outside as often as possible. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Where safety and/or management concerns remain, these should be discussed with we management and options identified for further discussion with the local authority or trust.</p>
Classes	Year 1 to 6	Pupils and Staff		<p>Year classes will work and stay together as a bubble.</p> <ul style="list-style-type: none"> Review where required the EHCP and other support plans of the named pupils. <p>Refresh the curriculum timetable:</p> <ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside to avoid congestion in corridors. Consider which topics will be delivered, how and when. Change the layout of the classroom furniture to face forward in rows with pupils sat facing forward. Seating plans to ensure pupils sit at the same desk. Consider which lessons or class activities could take place outdoors and when. (Subject to weather) 	<p>Wes behaviour policy and pupils code of conduct remains in force.</p> <p>We SLT to include specific detailed information for the management control of we.</p>

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				<ul style="list-style-type: none"> • Use the timetable and selection of specialist facilities to reduce movement around the building. • Stagger break times (including lunch), so that not all pupils are moving around we at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.) • Stagger drop-off and collection times of classes. • Plan parents' drop-off and pick-up protocols that minimize where possible adult to adult group contact. 	
IT and Specialist Rooms such s Nurture and The Hub	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> • Allocate time using the resources • Monitor and review our risk assessment to ensure social distancing is maintained as much as possible during the activities and practicable application of tasks. • Restrict access to a manageable number of children. • Consider the requirements for children requiring 1:1 support, how this can be maintained • Wipe down desktops and computer equipment after use. 	We SLT to include specific detailed information for the management of we.
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> • Review our security access to the external hard surface, sports courts and field areas and the level of control. • Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing. • None contact games only • Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight 	COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 26 06 20. https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms
Off Site Visits. Day Visits Only	Safety	Pupils and Staff		Residential visits are presently prohibited. As of the 01 08 20 the following visit will be allowed; <ul style="list-style-type: none"> • There is no restriction in the distance of travel, but the class bubble must return to we base location at the end of we day. • Staffing of the group visit to be compliant with the DoE guidance and the LA policy for Out of school Visits. • All day visits to be recorded using the EVOLVE system and authorised by the Headteacher to proceed. Proposed adventurous activities assessments to be reviewed by the EVOLVE Safety Officer and Approved by the LA's EVA	Further advice from the EVA

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Transport				Vehicles are an enclosed space with a higher risk of transmission of the virus. <ul style="list-style-type: none"> • use a vehicle with a bulkhead or partition that separates the driver and passenger, • the driver and passenger should maintain a distance of 2 metres from each other • the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 	Safe Working in Education, Childcare and Children’s Social Care Settings including the Use of Personal Protective Equipment 16 06 20 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
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors		Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA’s Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
SEND Support		Pupils and Staff		SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named pupils and provide advice to the senior management and LA of any concerns. (See link for government guidance for working in education and the use of PPE)	Safe Working in Education, Childcare and Children’s Social Care including the use of PPE. 14 05 20 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
Holiday and After School Clubs		Pupils and Staff		Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles. Use of hall for 2 bubbles and use of Nursery 2 bubbles with named adults <ul style="list-style-type: none"> • Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session. • Equipment and materials for activities to be separate from school used equipment. • Where possible provide separate storage for club equipment from school equipment. 	COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 01 07 20 https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

 Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
				<ul style="list-style-type: none"> • No snacks at present <p>List of items we should consider for supporting the club</p> <ul style="list-style-type: none"> • Posters, (for example, to encourage consistency on hygiene and keeping to own group) • soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments • disposable paper towels, • cleaning products, • sanitising wipes for wiping some equipment • lidded bins, • tape for cordoning off areas and marking floors. 	
BAME	Vulnerable to COVID-19	Named staff and Names children		<ul style="list-style-type: none"> • Pupil group to remain in their bubble for all activities to minimize interaction with others. • The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff) • To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. • Staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of we. • School Employee Assistance Programme can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate). 	<p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Employee Wellbeing	Anxiety	School Staff and their families		<ul style="list-style-type: none"> • Employee Assistance Programme can help provide support, advice and information. Call our service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 • Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. 	

Hazard 	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents		<p>Covid-19 Outbreak</p> <ul style="list-style-type: none"> • If an adult or child displays symptoms of Covid19 they will go home/be collected. • They will have to take a test and the result must be negative before they can return. If the result is positive they must remain off work/school for a further 10 days. • If a child or adult tests positive then contact must be made with Public Health on the number below before any action can be taken. • School must contact local Public Health for advice and to talk through a risk assessment – 01942 404240. • School must let Cath Pealing know. C.pealing@wigan.gov.uk. <p>Home Learning Contingency Plans</p> <ul style="list-style-type: none"> • . If a child displays symptoms and is isolating/or isolating due to a family member displaying symptoms then home learning will be set for them via their class teacher. This will be a combination of Oak Academy online lessons and Teacher set work. The teacher will contact the child via See-Saw. • Pupils will photograph all completed work and send to their teacher via See-Saw. • If a bubble is sent home then the class teacher will create a daily video to set work for the class 	Help contain any outbreak by following the advice of the local health protection team advice.

 Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
				<p>each morning. The teacher will then host a zoom meeting at the end of the day to assess understanding and ‘check in’</p> <ul style="list-style-type: none"> • .Pupils will photograph all completed work and send this via See-Saw to their class teacher. • If a teacher becomes unwell and the bubble is isolating then home learning will be set by SLT this will be a combination of Oak Academy and set work. A ‘check in’ Zoom meeting will be arranged and pupils will need to photo graph all completed work and email this into school. 	
<p>Further Information: The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p>					

ADDITIONAL INFORMATION:

The staff have a detailed operational plan to follow but it is not possible to make that public due to GDPR which breaks down the above requirements in detail.

Contact points.

Millbrook .Primary School

- Police, Fire and Rescue, Ambulance
- Health and Wellbeing Team

01257 404552

999

01942 827857

The following are taken from the Government Guidance for Schools published on 02nd July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

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

Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with our allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal (**'catch it, bin it, kill it'**) and avoiding touching our mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing our Team Manager) and access a test as soon as possible.
2. Clean our hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the **'catch it, bin it, kill it'** approach.
4. Avoid touching our mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify our activity approach to keeping a distance from children in our group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help our group to follow the rules on hand cleaning, not touching their faces, **'catch it, bin it, kill it'** etc. including by updating our classrooms displays with posters.
8. Prevent our group from sharing equipment and resources (like stationery).
9. Keep our activity door and windows open if possible for air flow.
10. Limit the number of children from our group using the toilet at any one time.
11. Limit our contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Make sure you have read the summer clubs updated behaviour policy and know what role in it you are being asked to take.

