

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



### **Document Control:**

<b>Document Suite:</b>	Health & Safety	<b>Document Title:</b>	COVID-19 Risk Management Assessment
<b>Document Type:</b>	Risk Assessment	<b>Version number:</b>	7
<b>Author (name &amp; job title):</b>	Laura Buckley (Headteacher)		

<b>Date Formally approved:</b>	20.08.2020	<b>Formal Approval by:</b>	Mr Malcolm Toovey (Chair of Governors) Mrs Ann Davey (Pathfinder Schools CEO)
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<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Reviewer</b>	<b>Note of revisions</b>
2	21.09.2020	Laura Buckley	Arrangements for Y1 lunchtimes adjusted. Suspected cases can wait for parents to collect in courtyard rather than isolation room.
3	05.11.2020	Laura Buckley	Changes made to the methods for disposal off PPE if not in contact with a suspected cases. Hall timetable for PE adjusted. Offer of clubs in year group bubbles only.
4	01.12.2020	Laura Buckley	Review of existing controls due to recent bubble closures in school. Including the need to wear masks in communal areas and take PPA from home. Further changes to staffing to reduce 'bubble crossing' by adults.
5	04.01.2021	Laura Buckley	Review in light of Section 44 letters received by staff and therefore the need to provide education for vulnerable pupils and children of critical workers only. Followed by additional national lockdown from 05.01.2021 announced on 04.01.2021
6	21.01.2021	Laura Buckley	Addition of section on asymptomatic testing of school and nursery staff using lateral flow devices
7	25.01.2021	Laura Buckley	Addition of sections to support online learning / 1:1 calls with pupils via Microsoft Teams; the increased likelihood of transmission of the new variant; the measures to be taken when providing music lessons / activities; incorporation of Nursery Risk Assessment in to main whole school Risk Assessment.
8	23.02.2021	Laura Buckley	Reviewed in light of new guidance issues on 22.02.2021 by the government in preparation for full re-opening of all schools on 08.03.2021

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Not ensuring adequate measures to ensure <a href="#">Prevention</a> of the virus	<ul style="list-style-type: none"> <li>Children and staff crossing year group pods</li> <li>Pupils with behaviour needs not following the rules to remain in pods.</li> <li>Staff needing to support children with additional needs at certain times</li> <li>Children and staff unable, because of layout of the building, to keep 2 metres apart.</li> <li>Parents coming into contact with other parents / families.</li> <li>Visitors within school not obeying school distancing rules.</li> </ul>	<ul style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>Clean hands thoroughly more often than usual</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>Minimise contact between individuals and maintain social distancing wherever possible. Where necessary, wear appropriate personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>Calm Room designated as 'Isolation Room' if weather is bad. Alternatively use outside courtyard. PPE in place to support staff in supervising children with symptoms.</li> <li>Regular stock checks of paper towels, soap and hand sanitizer in all locations to ensure appropriate stock levels are maintained.</li> <li>Lidded bins available in all rooms / areas and sufficient stock levels of tissues maintained.</li> <li>Regular stock checks of cleaning materials to ensure adequate supply.</li> <li>Ensure staffing levels are appropriate for tasks to be completed.</li> <li>Brief members of staff on the expectations in class settings, outdoors and in staff rooms, etc</li> <li>REVIEW – 01.12.2020 - All staff to take PPA / non-contact time from home.</li> <li>REVIEW – 01.12.2020 – All staff are asked to wear masks in communal areas / when moving around the building</li> <li>REVIEW – 04.01.2021 – Staff are supported to wear masks while teaching / in classrooms should they wish to do so.</li> <li>REVIEW – 04.01.2021 – Following the instruction from DfE to limit attendance at school and minimise contact between individuals, the school is open only to children of critical / key workers and vulnerable children. These children have been allocated to clearly defined 'bubbles' and mixing between these bubbles does not occur. There are a very limited number of occasions in which it is necessary for an adult to work in more than one bubble. Where this is the case additional control measures are in place including the wearing of a mask. Pupils continue to be seated side by side rather than face to face in all circumstances. Critical and Key Worker parents are encouraged to only use the provision if necessary</li> <li>REVIEW – 23.02.2021 – When school re-opens to all pupils on 08.03.2021, staff will continue to be encouraged to take PPA from home. Rotas will be reviewed to ensure that the occasions in which staff are required to work across multiple bubbles is kept to a minimum and additional measures are in place as before.</li> </ul>	HT	01.09.2020	✓
				SBM / CiC	01.09.2020 & Ongoing	✓
				SMB	01.09.2020 & Ongoing	✓
				SMB / CiC	01.09.2020 & Ongoing	✓
				SMB / CiC	01.09.2020	✓
				HT	02.09.2020	✓
				HT	01.12.2020	✓
				HT	01.12.2020	✓
				HT	04.01.2021	✓
				HT	04.01.2021	✓
HT	08.03.2021	✓				

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Lack of or slow <a href="#">Response to any infection</a>	<ul style="list-style-type: none"> <li>Children</li> <li>Staff</li> <li>Parents &amp; families</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Engage with the NHS Test and Trace process</a></li> <li>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>Contain any outbreak by following local health protection team advice</li> </ul>	<ul style="list-style-type: none"> <li>All members of staff briefed on what is expected of them if they display symptoms.</li> <li>Regular reminders sent to parents sent to parents about what they should do if their child (or anyone in their household) displays symptoms or if they or their child have contact with a confirmed case.</li> <li>Visitors are informed of what they must do if they develop symptoms during or after a visit.</li> <li><a href="#">REVIEW – 23.02.2021 – Visitors leaflet is in place and shared with visitors prior to any visit to ensure that they are aware of expectations. Regular visitors to school are provided with the opportunity to participate in regular testing through the use of Lateral Flow Devices (LFDs)</a></li> </ul>	HT HT via newsletter HT HT	02.09.2020 03.09.2020 & Ongoing Ongoing <a href="#">23.02.2021</a>	✓ ✓ ✓ ✓
Inadequate contingency planning for a further outbreak	<ul style="list-style-type: none"> <li>Pupils who are having to remain at home due to a closure / need to self-isolate not receiving high quality educational provision.</li> </ul>	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</li> </ul>	<ul style="list-style-type: none"> <li>Provide training for pupils, parents and staff regarding the use of Microsoft Teams as an online learning platform.</li> <li>Devise a clear set of expectations for staff regarding what home learning will look like in the event of a closure.</li> <li>Provide clear guidance for parents regarding what they can expect home learning to look like in the event of a closure.</li> <li>Support staff to ensure that any planned learning in class can be easily transferred to an online platform if needed to ensure that pupils continue to receive high quality learning tasks in a timely fashion and are well supported by school staff even if they are unable to attend school.</li> <li>Ensure that arrangements are planned for vulnerable / key worker pupils should the need arise to revert to provision for these pupils only and how teaching staff will be supported to meet the needs of these pupils alongside those of other pupils at home.</li> <li><a href="#">REVIEW – 23.02.2021 – The recent partial closure of schools at a national level has proved that contingency planning is effective. Provision for key worker and vulnerable pupils was in place immediately and remote education has been provided for all other pupils in line with the contingency planning published on the school website (in line with the deadline of 31<sup>st</sup> January).</a></li> </ul>	HT HT / DHT HT / DHT HT / DHT HT / DHT HT / Teaching Staff	30.09.2020 30.09.2020 30.09.2020 30.09.2020 30.09.2020 <a href="#">01.01.2021</a>	✓ ✓ ✓ ✓ ✓ ✓

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Lack of social distancing in school	<ul style="list-style-type: none"> <li>Children and staff choosing not to keeping 2 metres apart.</li> <li>Younger children not understanding the need for social distancing</li> <li>Staff needing to support children with additional needs at certain times</li> <li>Children and staff unable, because of layout of the building, to keep 2 metres apart.</li> <li>Parents coming into contact with other parents / families.</li> <li>Visitors within school not obeying school distancing rules.</li> </ul>	<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'pods') and through maintaining distance between individuals.</li> <li>Class furniture is placed in a position to reduce pinch points, ensuring that free movement is possible.</li> <li>Senior staff visibly present around school during the day.</li> <li>Routes around the school identified and managed to prevent unnecessary crossover.</li> <li>Assemblies take place virtually to avoid large gatherings of pupils.</li> <li>Limited access to shared facilities such as hall e.g lunch in class</li> </ul>	<ul style="list-style-type: none"> <li>Limit access to toilets to particular groups and times of the day to ensure that different groups are not using them simultaneously where possible.</li> <li>Limit staff toilets to one person using them at a time.</li> <li>Limit access to the staff room facilities – additional staff rooms created (Studio &amp; Discovery Room)</li> <li>Staggered start times for different groups (to ensure that staff have adequate space to take breaks.</li> <li>Tape off fixed play equipment so that it cannot be used.</li> <li>Allocate designated times and areas for outdoor play to each group</li> <li>Reduce numbers of parents entering the site to one parent per child at pick up and drop off.</li> <li>Different year groups to enter via different gates / external doors</li> <li>Continued closure of main office, access via appointments only. Parents encouraged to call or email.</li> <li>Visitors to enter the school via approved appointments only.</li> <li>Governor meetings / visits to be completed online where possible / appropriate</li> <li>Staff feedback to be sought regularly to ensure any difficulties are addressed.</li> <li>Encourage staff to maintain social distancing and only interact with children at a close distance when absolutely necessary.</li> <li>REVIEW – 01.12.2020 - All staff to take PPA / non-contact time from home.</li> <li>REVIEW – 04.01.2021 – Following the instruction from DfE to limit attendance at school and minimise contact between individuals, the school is open only to children of critical / key workers and vulnerable children. These children have been allocated to clearly defined 'bubbles' and mixing between these bubbles does not occur. There are a very limited number of occasions in which it is necessary for an adult to work in more than one bubble. Where this is the case additional control measures are in place including the wearing of a mask. Pupils continue to be seated side by side rather than face to face in all circumstances. Critical and Key Worker parents are encouraged to only use the provision if necessary</li> <li>REVIEW – 23.02.2021 - REVIEW – 23.02.2021 – When school re-opens to all pupils on 08.03.2021, rotas will be reviewed to ensure that the occasions in which staff are required to work across multiple bubbles is kept to a minimum and additional measures are in place as before. Children will remain in class bubbles and will not mix with other bubbles. All of the above measures will continue to be applied</li> </ul>	All Staff  All Staff All Staff  HT  Site Supervisor HT  HT via newsletter  HT  Office Staff  Office Staff HT / Governors  HT  All Staff  HT  HT	03.09.2020  01.09.2020 02.09.2020  03.09.2020  03.09.2020 03.09.2020  03.09.2020  03.09.2020  01.09.2020  01.09.2020 01.09.2020  Ongoing  01.09.2020  01.12.2020  04.01.2021  08.03.2021	✓  ✓ ✓  ✓  ✓ ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Cleaning is insufficient to prevent the spread of the virus</p> <p>Enhanced cleaning procedures are not completed.</p>	<ul style="list-style-type: none"> <li>• Cleaning staff being exposed to germs and not wearing appropriate PPE.</li> <li>• Staff and children if cleaning is not regular and doesn't follow agreed DfE guidelines.</li> <li>• Parents and visitors if external surfaces are not cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats</li> <li>○ Door handles and push plates,</li> <li>○ Handrails on staircases and corridors</li> <li>○ Machinery and equipment controls</li> <li>○ All areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles</li> <li>○ Telephone equipment</li> <li>○ Keyboards, photocopiers and other office equipment</li> <li>○ Classroom desks and chairs</li> <li>○ Key pad entry points</li> </ul> </li> <li>• The school has undertaken a deep clean prior to opening.</li> <li>• Water fountains are not in use.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements in place to ensure that if someone has tested positive with covid-19 then any area / room they have undergoes a thorough clean.</li> <li>• COSHH risk assessment for cleaning / caretaker activities has identified the correct process and PPE to be worn.</li> <li>• Prevent access to fixed or shared play equipment to prevent unnecessary cleaning.</li> <li>• Build into cleaning time sanitation of resources.</li> <li>• Adjust cleaning staff working hours to add in additional cleaning shifts throughout the day.</li> <li>• Undertake stock check and order additional cleaning materials for each classroom.</li> <li>• <b>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</b></li> </ul>	<p>01.09.2020</p> <p>01.09.2020</p> <p>03.09.2020</p> <p>01.09.2020</p> <p>01.09.2020</p> <p>01.09.2020</p>	<p>HT</p> <p>SBM / CiC / Administrator</p> <p>Site Supervisor</p> <p>All Staff</p> <p>SBM / CiC</p> <p>SBM / CiC</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<a href="#">Lunchtime Catering facilities</a> are not COVID safe	<ul style="list-style-type: none"> <li>Catering staff not observing social distancing within the kitchen space.</li> <li>Catering staff not following hygiene procedures</li> </ul>	<ul style="list-style-type: none"> <li>In the first instance a limited menu will be in place (packed lunches and jacket potatoes only to be provided).</li> <li>Staggered lunch periods ensure that year groups remain in established 'pods'.</li> <li>Lunch eaten in classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with catering company to remind about hygiene and cleaning procedures.</li> <li>Ensure catering provider has enough cleaning materials and appropriate PPE for its staff.</li> <li>Ensure that lunch boxes and water bottles are sent home for cleaning daily</li> <li>Food offered in individual brown bags / disposable packaging which limits unnecessarily handling of food.</li> <li>Food to be delivered to each classroom door and left outside the room for collection.</li> <li>Pupils to bring a named water bottle from home. These can be topped up using drinking water taps as needed with support from staff.</li> <li>Rota for lunchtime supervision to be in place to ensure staff crossing 'pods' is limited where possible.</li> <li>Midday supervisors on playground where risk of transmission is lower due to outside environment.</li> <li>Yr R only to use dining hall therefore reducing amount of contacts for staff supervising the dining hall.</li> <li>REVIEW – 14.09.2020 – Y1 eating lunch in classrooms was unsuccessful due to the large amounts of mess that this created and therefore extra cleaning was needed. Y1 to use the Dining Hall for lunch from 21.09.2020 onwards. YR to use from 11:45am – 12:15pm and Y1 from 12:30pm – 1:00pm. The enables additional time for cleaning of tables. Children to sit on opposite side of the table to where YR were sat. Children not to face each other at dining tables.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	CFO / SBM	01.09.2020	✓
				CFO / SBM	01.09.2020	✓
				All Staff	03.09.2020 & Ongoing	✓
				ABM Catering	03.09.3030	✓
				All staff	03.09.2020 & ongoing	✓
				HT via newsletter	03.09.2020	✓
				HT	03.09.2020	✓
				HT	03.09.2020	✓
				HT	28.09.2020	✓
				HT	21.09.2020	✓

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Fire Safety	<ul style="list-style-type: none"> <li>All users of the school building if they are not clear about evacuation procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m+ distancing when at the evacuation point where possible / safe to do so.</li> </ul>	<ul style="list-style-type: none"> <li>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</li> <li>Practice fire evacuation process within first week after all groups have been instructed by their responsible adult.</li> <li>Ensure staff are clear about their evacuation points in case of changes to their normal routes</li> <li>Classes to evacuate to a blocked out area on the field to support social distancing.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. Further fire drill to take place when pupils return during wc 08.03.2021</li> </ul>	HT / SBM  HT / SBM  HT  HT  HT & SBM	01.09.2020  11.09.2020  03.09.2020  11.09.2020 & Ongoing 12.03.2021	✓  ✓  ✓  ✓

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Poor / inadequate / unplanned access / egress of school building	<ul style="list-style-type: none"> <li>All users of the building by not adhering to the proposed access measures and 2m social distancing</li> </ul>	<ul style="list-style-type: none"> <li>One way traffic through external doors to avoid face to face passing clearly marked</li> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Sanitiser available at both sides of main entrance door.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Parents not to enter building. To have allocated area for drop off and pick up with room to ensure 2m distancing is maintained</li> <li>Routes around the school building considered to prevent unnecessary cross over</li> <li>Closure of main office, access via appointments only. Parents encouraged to call or email.</li> <li>Only essential visitors to enter the school via approved appointments only.</li> </ul>	<ul style="list-style-type: none"> <li>Consider school arrival arrangement to reduce congestion.</li> <li>Priority given to disabled users and those identified as having health related issues.</li> <li>Provide relevant guidance to parents on drop off and pick up arrangements (including stringent guidelines for older children to follow if travelling to and from school without an adult)</li> <li>Staggered start times for different groups</li> <li>Reduce numbers of parents entering the site one parent per child at pick up and drop off.</li> <li>Parents to be encouraged to drop off their child and leave immediately</li> <li>Different year groups to enter via different gates / external doors</li> <li>Essential medicines are to be handed to the class teacher via the children from the parent. Verbal consent will be taken over the phone.</li> <li>Medicines to be administered at home unless absolutely necessary in school.</li> <li>Designated two pedestrian gates as 'entry' and one as 'exit' on to the site.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. HT to monitor pick up and drop off sessions during wc 08.03.2021 and make adjustments if parents are not social distancing during these times. Parents to be informed via newsletter that this review will take place.</li> </ul>	HT	01.09.2020	✓
				HT	01.09.2020	✓
				HT via newsletter	03.09.2020	✓
				HT	03.09.2020	✓
				HT via newsletter	03.09.2020	✓
				HT via newsletter	03.09.2020	✓
				HT	03.09.2020	✓
				HT / Admin Staff	03.09.2020	✓
				HT via newsletter	03.09.2020	✓
				HT / SBM	03.09.2020	✓
HT	12.03.2021					



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First Aid & Medicines are not appropriately managed	<ul style="list-style-type: none"> <li>• First Aiders administering first aid to children who may have symptoms of Coronavirus</li> <li>• Any First Aiders administering first aid and not wearing appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>• Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> <li>• All staff qualifications are in date.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure small first aid kits and PPE are available within each classroom for minor issues.</li> <li>• Adults to have access to PPE (gloves / apron / mask) is worn to administer First Aid / medication is administered where appropriate.</li> <li>• Adults to access ice packs for children.</li> <li>• Ensure that ice packs are disinfected after use.</li> <li>• Texts to be sent home to parents about first aid issues to avoid paper slips</li> <li>• Medication that is kept in school (e.g. inhalers / epipens) to be moved to the child's new 'pod' location</li> <li>• REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Admin Staff  First Aiders  Staff Staff Admin Staff  Class Teachers	03.09.2020  03.09.2020  03.09.2020 03.09.2020 03.09.2020  03.09.2020	✓  ✓  ✓ ✓ ✓  ✓

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Waste is not appropriately handled	<ul style="list-style-type: none"> <li>Cleaners, site supervisors, lunchtime staff not wearing gloves when emptying bins.</li> <li>Cleaners, site supervisors, lunchtime staff not double bagging waste.</li> </ul>	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins emptied daily.</li> <li>Lidded bins in use throughout the school</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> <li>Regular disinfection of bins and lids</li> <li>Double-bagged PPE waste to be stored in crate in bin area (but not in general waste bins) for 72 hours prior to being added to general waste.</li> <li>REVIEW - 22.10.20 – PPE can be disposed of within the normal waste. It is only required to be double-bagged if it is being used to clean an area used by an infected person – DfE guidelines 22.10.20</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Site Staff  Site Staff Site Staff	Ongoing  Ongoing Ongoing	✓  ✓ ✓
Break / Lunch times are not 'COVID safe'	<ul style="list-style-type: none"> <li>Children and staff choosing not to keeping 2 metres apart.</li> </ul>	<ul style="list-style-type: none"> <li>The school will stagger breaks / lunchtimes to achieve the social distancing.</li> <li>All pupils to bring own named water bottle – to be stored on own desk</li> </ul>	<ul style="list-style-type: none"> <li>All pupils and adults to be briefed on social distancing in the playground</li> <li>Removal of use of fixed playtime equipment</li> <li>Allocate designated times and areas for outdoor play to each group</li> <li>Ensure appropriate ratios for outdoor play</li> <li>Limit re-entry back into the building during break and lunchtimes.</li> <li>Children encouraged to go to the toilet before break / lunchtimes.</li> <li>REVIEW - 01.12.2020 – Duty Timetables to more closely reflect children with whom adults usually work with in order to minimise impact if a class needs to isolate. MDS to be rota-d to work outside as much as possible.</li> <li>REVIEW – 01.12.2020 – Separated sections of playground to ensure that class bubbles do not mix.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. Remind pupils and staff via assemblies and taught sessions in class of the expectations during the first day back.</li> </ul>	SLT  SLT SLT Teacher on Duty  Class Teachers  HT  HT HT / Teaching and Classroom Support Staff.	03.09.2020  03.09.2020 03.09.2020  Ongoing Ongoing  Ongoing  01.12.2020  01.12.2020  08.03.2021	✓  ✓ ✓ ✓  ✓  ✓  ✓

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Staff/Pupils within the shielded group are not appropriately supported	<ul style="list-style-type: none"> <li>Staff or pupils who choose to ignore guidelines around shielding.</li> </ul>	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	<ul style="list-style-type: none"> <li>Regular review of risk assessments with affected staff / pupils</li> <li>REVIEW – 23.02.2021 – Review these in line with new guidance and ensure that staff / pupils / parents are happy with the measures in place.</li> </ul>	HT / SENCO  HT / SENCO	Ongoing  08.03.2021	✓
Contractors are not familiar with risk assessment / expectations.	<ul style="list-style-type: none"> <li>Contractors who don't follow social distancing guidelines or wear appropriate PPE for tasks when on site.</li> </ul>	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned / reactive maintenance to be carried out during out of hours where possible</li> </ul>	<ul style="list-style-type: none"> <li>Ensure appointments are made out of school hours when the numbers are lower on site where possible.</li> <li>Contractors delivering food may need access during the day. Access to the premises to be planned to enable as little contact as possible and maintain social distancing.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Admin Staff  ABM	Ongoing  Ongoing	✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Property Compliance is not appropriately adhered to	<ul style="list-style-type: none"> <li>All users of the buildings if it is not health and safety compliant through risks of fire, legionella exposure etc.</li> </ul>	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>Ensure water systems are safe and operational i.e. a water treatment specialist has flushed through the system and certified safe.</li> </ul>	<ul style="list-style-type: none"> <li>All serious property concerns have been raised with the Trust and appropriate steps are in place to ensure the safety of all building occupants.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	HT / SBM / CFO / Site Supervisor	03.09.2020	✓
Safeguarding	<ul style="list-style-type: none"> <li>Safeguarding concerns not being acted upon</li> <li>Not being aware of safeguarding issues for remote learners</li> </ul>	<ul style="list-style-type: none"> <li>Vulnerable families identified and added to the COVID sheet</li> <li>Phone calls made to those vulnerable children not attending school.</li> <li>Fortnightly DSL meetings held to discuss COVID sheet and any other safeguarding concerns</li> <li>Admin staff notified of vulnerable children in order to notify DSLs when they are not in school and follow up by phone call and logged on the COVID sheet</li> <li>Engagement in remote learning monitored for all children and by DSL for vulnerable families</li> <li>FSM children eligible for food parcels / vouchers identified</li> <li>04.01.2021 - Risk Assessment and Procedure form updated January 2021</li> </ul>	<ul style="list-style-type: none"> <li>A trained DSL will always be on site. If for any reason this is not possible, one will be available via phone or video call and a member of SLT will co-ordinate safeguarding on site.</li> <li>Food parcels delivered by ABM and distributed by office staff.</li> <li>26.01.2021 REVIEW – Vouchers now in place for all families.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. Edenred voucher system was again during period of national closure.</li> </ul>	DSLs  HT / SBM  SBM	04.01.2021  04.01.2021  25.01.2021	✓  ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Poor hygiene / infection control	<ul style="list-style-type: none"> <li>All users of the school building if appropriate hygiene materials are not available.</li> <li>All users of the school building if handwashing guidelines are not followed correctly or frequently.</li> </ul>	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets</li> </ul>	<ul style="list-style-type: none"> <li>Handwashing is a timetabled activity for each group to include coming in to school, before and after breaks and lunches and eating and before leaving school – teachers to encourage a routine of stopping activities every hour to hand wash. Also after sneezing or blowing nose and going to the toilet</li> <li>Staff to regularly check supplies of soap, paper towels and hand sanitiser.</li> <li>All children to be briefed on catching coughs or sneezes in their elbow or a tissue.</li> <li>Each classroom has access to hand sanitiser, tissues, antibacterial spray and / or wipes.</li> <li>Keep windows and doors open to aid ventilation.</li> <li>Limit the use of resources that cannot be easily disinfected.</li> <li>Pupils provided with individual resources packs (including pencils / rulers / rubbers etc for their own personal use)</li> <li>Limit the amount of personal belongings into school.</li> <li>Library and reading scheme books to be grouped for each 'pod'.</li> <li>Any books that come back in to school from home environments will be quarantined for 72 hours before being disinfected if being returned to the library..</li> <li>Unnecessary items to be removed from all classrooms.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Class Teachers  Staff / Cleaner in Charge Class Teachers  Class Teachers  Class Teachers Class Teachers  Class Teachers  HT on Newsletter / Class Teachers HT on Newsletter / Class Teachers Class Teachers  Class Teachers	Ongoing  Ongoing Ongoing  Ongoing Ongoing  03.09.2020  03.09.2020 03.09.2020  Ongoing  03.09.2020	✓  ✓ ✓  ✓ ✓  ✓  ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Accident reporting Covid-19 incidents is not followed	<ul style="list-style-type: none"> <li>Staff and children contracting Covid-19 if there is a confirmed case in school.</li> </ul>	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your Health &amp; Safety Adviser.</li> </ul>	<ul style="list-style-type: none"> <li>If anybody becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the stay at home guidance.</li> <li>If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door with appropriate adult supervision. The adult should wear PPE. <b>REVIEW – 14.09.2020 – If the weather is good, children can be moved to the outdoor courtyard which is better ventilated and negates the need for a deep clean of the Isolation Room.</b></li> <li>The window should be open and the adult should be at least 2m away, outside of the room is preferable.</li> <li>If they need to use the bathroom they should use a separate bathroom and this should be cleaned and disinfected.</li> <li>The room should be thoroughly cleaned and disinfected when the child has gone home.</li> <li>The member of staff should dispose of PPE by double-bagging and then wash hands for at least 20 seconds.</li> <li>Room used by the group should be left closed for 72 hours and then deep cleaned.</li> <li>If a child or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 14 days.</li> <li>HT to contact PHE as a result of a possible infection.</li> <li><b>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. If a pupil or staff member tests positive they will be asked to isolate for <b>10 days</b> in line with new guidance, not 14 as previously. DfE informed of positive cases.</b></li> </ul>	Class Teachers / Admin Staff / SLT  Class Teachers / Admin Staff / SLT  Class Teachers / Admin Staff / SLT  Class Teachers / Admin Staff / SLT  Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT Class Teachers / Admin Staff / SLT	Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Administrative Staff are at increased risk of contact with others from multiple bubbles	Admin staff if offices were open to parents and visitors	<ul style="list-style-type: none"> <li>Office adjustment and places of work to be made so as to keep social distances and allow school office to function.</li> </ul>	<ul style="list-style-type: none"> <li>Parents informed that all contact with school must be done remotely – no access to the building</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	HT via newsletter	03.09.2020	✓
Staff behaviour / not complying with the risk assessment and control measures.	<ul style="list-style-type: none"> <li>Staff choosing not to keeping 2 metres apart.</li> <li>Staff unable, because of layout of the building, to keep 2 metres apart</li> </ul>	<ul style="list-style-type: none"> <li>Managing staff anxiety by clear guidelines for how to enforce social distancing in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Consider contingency plan for absence</li> <li>Plan in place to support staff to socially distance whilst managing a classroom</li> <li>Access to school counselling service if needed</li> <li>Code of Conduct for staff</li> <li>Ensure that a HT / DHT / AHT, first aider, DSL and SENCO, caretaker and sufficient cleaning staff are on duty at all times.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	SLT SLT  SLT HT SLT	03.09.2020 Ongoing  Ongoing Ongoing Ongoing	✓ ✓  ✓ ✓
Lack of / incorrect use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>First aiders, cleaners by not wearing the PPE correctly or a shortage of PPE in school.</li> </ul>	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>PPE should be available for those dealing with intimate care or pupils who are displaying symptoms of COVID-19 and a 2m distance cannot be maintained</li> <li>Pupils not to be allowed face masks in school</li> </ul>	<ul style="list-style-type: none"> <li>Repetition of training as to where PPE is held and how to put it on and take it off</li> <li>Removal of PPE and disposed of immediately into a double bagged black bin bags after use.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	HT  First Aiders / Cleaning Staff	03.09.2020  Ongoing	✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Poor behaviour	<ul style="list-style-type: none"> <li>Other children as a result of physical contact from a pupil not following school rules</li> <li>Staff member if they need to use restraint with a children.</li> </ul>	<ul style="list-style-type: none"> <li>Staff / Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Parent code of conduct guidelines to be shared with parents prior to opening</li> <li>Pupils identified who may need further support to comply to behaviour guidelines e.g. SEND / at risk of exclusion - individual RA put in place and parents informed individually of Behaviour Policy in order to maintain H&amp;S for all.</li> <li>Behaviour policies have COVID-19 addendum</li> <li>Code of Conduct for parents shared.</li> </ul>	<ul style="list-style-type: none"> <li>Use of restraint to be used as a last resort unless there is a physical risk to others.</li> <li>Staff training will be undertaken around new Behaviour Policy.</li> <li>Behaviour to be managed within social pod groups.</li> <li>School behaviour policy in place and to be followed as per policy with necessary amendments to ensure that unsafe behaviour is addressed.</li> <li>Pathfinder pledge to be shared with parents outlining actions required for all staff and children to remain safe.</li> <li>Exclusions to be used as last resort and in line with relevant legislation.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	<p>Team Teach trained staff SLT</p> <p>Class Teachers</p> <p>Class Teachers / SLT</p> <p>HT</p> <p>HT</p>	<p>Ongoing</p> <p>03.09.2020</p> <p>Ongoing</p> <p>03.09.2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
School Staffroom not being 'COVID safe'	<ul style="list-style-type: none"> <li>Staff choosing not to keeping 2 metres apart.</li> </ul>	<ul style="list-style-type: none"> <li>Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff room access is limited during designated breaks only. 2m social distancing will be encouraged.</li> <li>Staff rooms split in to Phases to ensure that all staff have a 'rest' area but limited to their one phase (Phase 1 – Studio / Phase 2 – Main Staff Room / Phase 3 – Discovery Room)</li> <li>Staff to stand or sit 2 metres apart where possible</li> <li>Santation of shared areas throughout the day</li> <li>Posters to remind about expectations</li> <li>Cleaning materials available in the staff room</li> <li>Staff to keep personal belongings within class rooms</li> <li>Staff to have use of the external courtyard for lunch and break times as well.</li> <li>Staff to bring in own beakers / flask / crockery / cutlery to avoid unneccesary use of shared cups</li> <li>Relocate photocopier to library area to avoid queues in the main staff room.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	SLT  SLT  All Staff Site Staff SLT Cleaner in Charge All Staff  All Staff  All Staff  HT / SBM	03.09.2020  03.09.2020  03.09.2020 03.09.2020 03.09.2020  03.09.2020  03.09.2020  03.09.2020	✓  ✓  ✓ ✓ ✓  ✓  ✓  ✓
Lack of staff and child awareness	<ul style="list-style-type: none"> <li>Staff not being aware of risk assessments and new practice.</li> <li>Children not being aware of new practice.</li> <li>Parents not being aware of new practice.</li> </ul>	<ul style="list-style-type: none"> <li>All staff consulted on existing and new risk assessments.</li> <li>Children in school prior to the summer break are fully aware of expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to read relevant risk assessments before working in school, including risk assessments for individual pupils in their care.</li> <li>Guidance and training will be provided for staff on new routines and practice.</li> <li>All classes to be briefed on social distancing, exit and entry procedures, hand washing, catching coughs and sneezes in elbows or tissues, behaviour expectations and fire procedures on first day and regularly thereafter.</li> <li>Parents to be briefed on new entry and exit procedure and social distancing measures by letter. Parent Code of Conduct to be sent out. Signage to be used to reiterate measures.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	All staff  All staff  Class Teachers  HT on newsletter	03.09.2020  03.09.2020 03.09.2020  03.09.2020	✓  ✓ ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Emotional wellbeing / Mental Health of pupils and staff is not supported.	<ul style="list-style-type: none"> <li>Pupils who have been adversely affected directly by the pandemic.</li> <li>Pupils who are confused and concerned by the rapid changes that have taken place in their lives.</li> <li>Staff who have concerns about their own health and that of their families.</li> </ul>	<ul style="list-style-type: none"> <li>All staff are aware of telephone counselling that they are able to access.</li> <li>Regular support and ideas provided through the weekly newsletter for parents and pupils to support wellbeing.</li> <li>Weekly 'Thoughts for the Week' document disseminated to staff from Pathfinder Schools.</li> <li>Regular and open communication to staff using Teams, and email</li> <li>'Open door' contact for staff to members of SLT (including HT) via text, email, phone call.</li> <li>Regular 'catch ups' / 'check ins' with line managers to support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Provide support for pupils on their return to school through PSHE lessons which support them to understand the changes.</li> <li>Introduction of a Recovery Curriculum to support pupils with their return to school and to ensure that gaps in learning can be identified and addressed</li> <li>Regular physical activity and fresh air for both pupils and staff to support physical and mental wellbeing.</li> <li>PPA will continue to be provided to staff in order to manage workload.</li> <li>Risk assessments shared with all staff so that they are aware of the steps being taken to mitigate risk.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Class Teachers  Class Teachers  Class Teachers  SLT  SLT	Ongoing  Ongoing  03.09.2020  03.09.2020  03.09.2020	✓  ✓  ✓  ✓  ✓
Poor levels of infection control	<ul style="list-style-type: none"> <li>Staff, children and visitors becoming unwell / spreading the virus through poor hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> <li>Removal of shared items eg. utensils</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser also available in all classrooms / shared areas / next to main doors / in high use areas e.g. near photocopier.</li> <li>Posters present around the school to encourage frequent handwashing.</li> <li>Daily routines include encouragement for children to wash their hands on arrival at school, before and after breaks, before and after eating, and throughout the day.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	Cleaner in Charge  SLT  Class Teachers	Ongoing  03.09.2020  03.09.2020 and ongoing	✓  ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Equality Impact Assessment not completed	<ul style="list-style-type: none"> <li>Staff &amp; Pupils</li> </ul>	<ul style="list-style-type: none"> <li>An equality impact assessment has been completed and can be found in the policy files in the main staffroom and on the staff shared drive.</li> </ul>	<p>REVIEW – 23.02.2021 – In place</p>	NA (HR Manager)	03.09.2020	✓
Lack of staff	<ul style="list-style-type: none"> <li>Pupils</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>Assessing the extent to which existing planning, schemes of work will need to be adapted</li> </ul>	<ul style="list-style-type: none"> <li>Contingency plans in place for HLTAs / SLT to provide additional cover as necessary.</li> <li>Relationships developed across Pathfinder Schools to redeploy staff to other schools as appropriate.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	SLT HT	Ongoing Ongoing	✓ ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Increased risk of transmission	<ul style="list-style-type: none"> <li>Children through lack of social distancing</li> <li>Staff through lack of social distancing</li> <li>Parents &amp; families through lack of social distancing</li> <li>Visitors through lack of social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained where possible</li> <li>Review activities that can be carried out e.g. PE only to be undertaken outdoors</li> <li>The Behaviour Policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>Pupils are prohibited from bringing any unnecessary equipment into the school. They are provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils grouped in year group 'pods.'</li> <li>Generally, pupils will remain in class groups but there will be key times of the school day e.g. break / lunchtimes; arriving at and leaving the school grounds when it will be necessary for them to operate as a year group instead.</li> <li>All classrooms from Y2 upwards will be organised with pupils seated at desks side by side and facing forwards.</li> <li>Contact between classes will be limited and between year group pods be prohibited amongst pupils.</li> <li>Where staff are required to work across more than one year group pod, they will be provided with PPE to wear should they wish to do so.</li> <li>Classrooms will have clearly marked out 'teacher areas' where the teacher can stand to teach the class while ensuring that they are able to maintain 2m distance. This is especially important for those to be considered at higher risk e.g. those staff that are pregnant or considered to be clinically vulnerable or clinically extremely vulnerable and for those staff working across more than one 'pod' e.g. HLTAs providing PPA cover.</li> <li>Multiple staff rooms will ensure that there is appropriate amounts of space for staff to take rest breaks and that their contacts are also limited.</li> <li>Meetings between staff will continue to be conducted online where possible.</li> <li>REVIEW – 01.12.2020 – All PPA / non-contact time to be taken at home</li> <li>REVIEW – 01.12.2020 – All staff are asked to wear masks in communal areas / when moving around the building</li> <li>REVIEW – 04.01.2021 – Staff are supported to wear masks while teaching / in classrooms should they wish to do so.</li> <li>REVIEW – 04.01.2021 – Following the instruction from DfE to limit attendance at school and minimise contact between individuals, the school is open only to children of critical / key workers and vulnerable children. These children have been allocated to clearly defined 'bubbles' and mixing between these bubbles does not occur. There are a very limited number of occasions in which it is necessary for an adult to work in more than one bubble. Where this is the case additional control measures are in place including the wearing of a mask. Pupils continue to be seated side by side rather than face to face in all circumstances. Critical and Key Worker parents are encouraged to only use the provision if necessary. See new 'row' below.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. The government now deem that, despite new variants, community transmission is at an acceptably low level that the above measures (in line with their published guidance) are sufficient</li> </ul>	Class Teachers Class Teachers	03.09.2020 03.09.2020	✓ ✓
				Class Teachers / SLT	03.09.2020 and ongoing	✓
				Class Teachers	03.09.2020 and ongoing	✓
				All Staff	03.09.2020 and ongoing	✓
				All Staff	03.09.2020	✓
				SLT	03.09.2020	✓
				SLT	03.09.2020 and ongoing	✓
				HT	01.12.2020	✓
				HT	01.12.2020	✓
				HT	04.01.2021	✓
HT	04.01.2021	✓				

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Learning outside the classroom (day trips, etc.) results in an increased numbers of contacts for staff and pupils	<ul style="list-style-type: none"> <li>Pupils and staff if events are not COVID-secure.</li> </ul>	<ul style="list-style-type: none"> <li>Children to remain in consistent groups when leaving the school site.</li> <li>Ensure that COVID-secure measures are in place at the destination</li> <li>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessments reviewed and in place so that pupils are able to access Forest School again.</li> <li>No visits planned for first half term. CPD planned for during first half term to ensure that staff are confident in their ability to lead trips and visits safely.</li> <li>REVIEW 05/11/2020 – Due to second national lockdown, no visits planned for Term 2.</li> <li>REVIEW – 04.01.2020 – Due to third national lockdown, no visits planned for Term 3 or 4.</li> <li>REVIEW – 23.02.2021 – Trips and visits will not be carried out until guidance from central government suggests that these are safe</li> </ul>	Forest School Lead  SLT & EVC	03.09.2020  16.10.2020	✓  ✓
Extra-curricular activities (coaches, tutors, after school) results in an increased numbers of contacts for staff and pupils	<ul style="list-style-type: none"> <li>Pupils, staff and coaches if consistent groups are not able to be maintained / COVID-secure practices are not in place.</li> </ul>	<ul style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<ul style="list-style-type: none"> <li>Current decision taken to not operate clubs and other activities for first half term as consistent groups cannot be maintained. Communicated to parents via letter.</li> <li>Arrangements in place for externally run wraparound care providers to drop off and collect children safely.</li> <li>Liase with providers to discuss options for remainder of the school year to ensure that provision can be made safely for all.</li> <li>REVIEW 05/11/2020 – Some offers of clubs made but due to the need to conserve integrity of pods were not financially viable for the provider – revisit in the spring term.</li> <li>REVIEW – 23.02.2021 – Continue to liase with external providers regarding the above requirements in order to run activities safely.</li> </ul>	HT  HT  HT / PE Lead	03.09.2020  03.09.2020  16.10.2020	✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
An increased risk of contact through physical activity	<ul style="list-style-type: none"> <li>Pupils and staff if the risk of transmission is higher when pupils are exhaling 'harder' due to physical activity.</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>All PE lessons to take place outdoors during first half term.</li> <li>Consider arrangements for use of the hall / studio for PE lessons after the half term break (as floor will need to be mopped etc between uses only one year group 'pod' to use each day – consideration to be given to whether the hall is to be used at lunchtimes and, if so, what cleaning will need to take place before and after the lunch session.)</li> <li>REVIEW 05.11.2020 – hall timetable now in place for use of the hall in the afternoons (after it has been mopped / cleaned at lunchtimes) 2 year groups use the hall in the mornings but these are year groups that also use the hall for lunch and therefore the potential for cross-contamination is minimised.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	<p>HT / PE Lead</p> <p>HT / PE Lead / SLT</p>	<p>03.09.2020</p> <p>16.10.2020</p>	<p>✓</p> <p>✓</p>
Increased risk of saliva transmission through musical activities	<ul style="list-style-type: none"> <li>Risk that saliva could land on surfaces / instruments.</li> <li>Sharing of equipment without adequate cleaning</li> <li>Children mixing outside of established bubbles</li> </ul>	<ul style="list-style-type: none"> <li>Whole class singing does not take place as part of the curriculum offer.</li> <li>Brass and woodwind instruments are not used within classrooms / included in the curriculum offer,</li> <li>Other instruments are allocated to each individual child and are disinfected after use.</li> <li>NMPAT control measures are in place and Risk Assessment has been approved by the HT / Trust.</li> <li>Areas in which music teaching takes place are well ventilated</li> </ul>	<ul style="list-style-type: none"> <li>REVIEW – 23.02.2021 – Continue with existing measures when school re-opens to all pupils on 08.03.2021.</li> </ul>			

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Signage	<ul style="list-style-type: none"> <li>Staff, pupils, parents and visitors if correct hygiene procedures are not followed</li> </ul>	<ul style="list-style-type: none"> <li>Posters present throughout the school to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	<ul style="list-style-type: none"> <li>Repeat CPD for staff and assemblies for pupils to reinforce messages provided on posters.</li> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021.</li> </ul>	SLT and Class Teachers	03.09.2020	✓
Asymptomatic Testing in Primary Schools	<ul style="list-style-type: none"> <li>Staff believing that participation in testing is mandatory.</li> <li>Staff are not provided with up to date instructions for administering the tests.</li> <li>Staff administering the test incorrectly and injuring themselves</li> <li>Lateral Flow Devices (LFD) providing void or 'false positive' results could result in unnecessary bubble closure</li> <li>LFDs being used by staff family members instead of staff only.</li> <li>Staff being unaware of how their personal data will be processed.</li> <li>Not being able to identify staff with individual kits in the event of a product recall.</li> <li>Staff not reporting their result to school and / or NHS Test &amp; Trace</li> <li>Staff forgetting to complete the test</li> <li>Staff forgetting to complete the online form</li> </ul>		<ul style="list-style-type: none"> <li>Opt-in / opt-out survey completed by staff confirming their intention to participate or not contains clear information that participation is voluntary.</li> <li>When issued with test kits, staff are provided with up to date instruction leaflet for administering the test and advised to discard the instruction leaflet contained within the test box.</li> <li>Training sessions provided for staff including a video on how to self-administer the test safely and correctly to provide a reliable result.</li> <li>School procedures will be followed in the event of any LFD positive result. Staff receiving a positive result will be advised to self-isolate and book a PCR test to confirm results. Close contacts of the positive case will be informed to self-isolate. If the PCR result is negative the close contacts will be informed that they no longer need to self-isolate.</li> <li>In the event of a void result, staff will be advised to repeat the test. If a staff member receives two void results in a row, they will be advised to book a PCR test and self-isolate until they receive the results.</li> <li>Staff informed that LFDs must only be used by the person that the lot is allocated to and not by family members / friends. Staff acknowledge this through the submission of an electronic form.</li> <li>Staff have been provided with a copy of the Privacy Notice stating how their personal data will be processed and have acknowledged that they have read this through the submission of an online form.</li> <li>Test Kit Log will be maintained identifying the LOT number and expiry date of all kits issued to staff.</li> <li>Staff informed that they must provide the result of their test, each time that they complete a test, regardless of the result to both the school (via an online form) and to NHS Test &amp; Trace.</li> <li>Staff advised to set on mobile phones to complete their test on the allocated day.</li> <li>REVIEW – 23.02.2021 – Continue with above measures</li> </ul>	All Staff  HT / SBM / School Administrator / Clerical Assistant  HT  HT  HT  HT  HT / SBM / School Administrator / Clerical Assistant  HT  HT	25.01.2021  25.01.2021 and ongoing  22.01.2021  Ongoing  Ongoing  22.01.2021  22.01.2021  Ongoing  25.01.2021 and ongoing Ongoing	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓

<b>Educational Setting</b>	Loatlands Primary School
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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Online Learning	<ul style="list-style-type: none"> <li>Inappropriate conduct or behaviour from pupils or adults</li> <li>Unauthorised recording by pupils, parents or staff.</li> <li>Unauthorised sharing of content</li> <li>Inappropriate contact with pupils outside of lesson time.</li> <li>Inappropriate language in a chat function</li> <li>Inappropriate dress, language or location</li> <li>Unauthorised people invited to join the video call</li> <li>Data breach e.g. showing material on camera accidentally or deliberately either physically or via share screen functions.</li> </ul>	<ul style="list-style-type: none"> <li>Agreement for online learning via Microsoft Teams signed by pupils and parents.</li> <li>Staff use devices in appropriate areas and ensure that blurred / background pictures are used.</li> <li>Live sessions are recorded so that if issues arise the videos can be reviewed.</li> <li>Meetings must be scheduled and hosted by a staff member, not by a parent or pupil.</li> <li>Attendance at sessions is recorded.</li> <li>Parents are aware that 1:1 sessions may be utilised to support teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>1:1 sessions will be conducted in a private channel so that recordings cannot be seen or downloaded by others.</li> <li>Any concerns are logged and responded to in line with existing safeguarding procedures.</li> <li>Recordings of all sessions will be allowed to expire after 21 days unless a concern has been raised.</li> <li>REVIEW – 23.02.2021 – Continue with above measures</li> </ul>	<p>Teaching Staff &amp; TAs</p> <p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p>



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<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
New strain of COVID-19 detected and suspected to be more transmissible	<ul style="list-style-type: none"> <li>Children, staff and parents are more likely to contract COVID-19 new strain</li> </ul>	See entirety of above RA.	<ul style="list-style-type: none"> <li>The school is closed to all pupils other than those that are vulnerable and those whose parents are critical workers.</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Small, consistent bubbles of children per class formed.</li> </ul>	HT	Ongoing	✓
			<ul style="list-style-type: none"> <li>Critical worker parents advised to keep their children at home when they are not working.</li> </ul>	HT	Ongoing via newsletter	✓
			<ul style="list-style-type: none"> <li>Rota staffing plan in place to provide teaching for those bubbles in school and to support remote learning.</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Rota is flexible to allow for staff cover within the bubble in case of sickness / need for isolation.</li> </ul>	HT	Ongoing	✓
			<ul style="list-style-type: none"> <li>CEV staff supported to work from home in line with their shielding notice.</li> </ul>	HT	Ongoing	✓
			<ul style="list-style-type: none"> <li>Group sizes per room assessed to allow for social distancing of staff and pupils.</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Groups kept to minimum numbers</li> </ul>	HT	Ongoing	✓
			<ul style="list-style-type: none"> <li>Staff to wear PPE in classrooms if they wish.</li> </ul>	All Staff	Ongoing	✓
			<ul style="list-style-type: none"> <li>Staff to wear face masks in all communal areas of the school unless seated to eat or drink or teaching.</li> </ul>	All Staff	Ongoing	✓
			<ul style="list-style-type: none"> <li>All adults remain 2m apart from each other whenever possible.</li> </ul>	All Staff	Ongoing	✓
			<ul style="list-style-type: none"> <li>Numbers of pupils accessing the provision are reviewed regularly in order to adjust staffing levels and reduce contacts wherever possible.</li> </ul>	HT	Ongoing	✓
			<ul style="list-style-type: none"> <li>TAs deployed to support single classes.</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Teachers to take 'double' PPA on their WFH rota week in order to avoid the need for bubble crossing / cover</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Children reminded regularly to remain socially distanced from staff and each other.</li> </ul>	All Staff	Ongoing	✓
			<ul style="list-style-type: none"> <li>Review of activities that can take place e.g. PE / Music lessons</li> </ul>	HT / DHT	Ongoing	✓
			<ul style="list-style-type: none"> <li>Behaviour Policy reviewed to include behaviours that deliberately place others at risk.</li> </ul>	HT	04.01.2021	✓
			<ul style="list-style-type: none"> <li>Pupils are discouraged from bringing non-essential equipment to school.</li> </ul>	HT	Ongoing	✓
<ul style="list-style-type: none"> <li>Pupils provided with individual stationery packs to prevent sharing.</li> </ul>	All Staff	Ongoing	✓			
<ul style="list-style-type: none"> <li>Resources that need to be shared are sanitised after use.</li> </ul>	All Staff	Ongoing	✓			
<ul style="list-style-type: none"> <li>REVIEW – 23.02.2021 – Continue with above measures when school re-opens to all pupils on 08.03.2021. The government now deem that, despite new variants, community transmission is at an acceptably low level that the above measures (in line with their published guidance) are sufficient</li> </ul>	All Staff	Ongoing	✓			

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**PATHFINDER SCHOOLS**

Inspiring greatness

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Re-Opening of the Nursery Provision to all children.	<ul style="list-style-type: none"> <li>Pupils and staff through the lack of social distancing due to the age of the children.</li> <li>Children and staff due to the ability of the children to maintain good levels of hygiene</li> <li>Children and staff contracting the virus through use of shared resources</li> <li>Emotional distress of children due to changes in drop off arrangements</li> <li>Inadequate staffing levels to meet ratio requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Consistent 'bubble' created of pupils to minimise contacts</li> <li>Excess furniture removed to increase space</li> <li>Outdoor spaces used as much as possible</li> <li>Adjustments to timetable to ensure that 'group time' is first and children can be reminded of the rules and handwashing.</li> <li>No visits to main school / other areas where Nursery pupils might come in to contact with other children.</li> <li>Staff staff at adult height and interactions carried out from a distance where possible</li> <li>Parents asked not to allow children to bring toys or other unnecessary items from home.</li> <li>Drop off and collection from the garden gate to support social distancing.</li> <li>Parents not allowed into the nursery building.</li> <li>Resources sanitised regularly</li> <li>Familiar adults working in the nursery provision.</li> <li>Hand gel available throughout nursery</li> <li>PPE in place for use when providing intimate care</li> </ul>	<ul style="list-style-type: none"> <li>Operate morning sessions only so that staff do not come in to contact with 2 different bubbles of children.</li> <li>Snack time conducted as a whole group rather than use self-service style.</li> <li>Cups washed in dishwasher on an extended wash / hot cycle.</li> <li>Toileting and handwashing overseen at regular intervals to ensure hygiene.</li> <li>Remove unnecessary soft furnishings that are difficult to clean / sanitise.</li> <li>Streamline resources so that only ones that can be easily cleaned are in use.</li> <li>SENCO to create Individual Risk Assessments for key identified children in the Nursery in conjunction with the Nursery Lead</li> <li>Parents informed that, if a member of Nursery staff is unwell, it may be necessary to close the provision as ratios cannot be met and cover cannot be sourced from elsewhere in the school as it normal would.</li> <li>REVIEW – 23.02.2021 – Return to provision of 2 separate Nursery sessions (morning and afternoon) while ensuring the above measures continue to be in place.</li> </ul>	<p>HT / Nursery Lead</p> <p>Nursery Lead</p> <p>Nursery Staff</p> <p>Nursery Staff</p> <p>Nursery Lead</p> <p>Nursery Staff</p> <p>SENCO / Nursery Lead</p> <p>HT</p> <p>HT / Nursery Lead &amp; Nursery Staff</p>	<p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>25.01.2021</p> <p>08.03.2021</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

### **General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)