

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus- new strain is reported to be more infectious Jan 21	Staff Pupils Cleaners Contractors Visitors to your premises	<p><u>Barriers / screens</u></p> <ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors 2m marked area in office upon entry Temperatures to be taken twice daily for pupils (on entry and at lunchtime)- temperatures recorded and displayed on classroom doors. 	L		All staff, pupils and visitors.	Daily	Yes
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Antibacterial hand gel (70% alcohol content) available in reception and throughout the school Stringent and enhanced hand washing taking place. Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques where appropriate and to assist those children that need it. Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating dinner. The majority of children will not be able to follow good respiratory hygiene (catch it, kill it, bin it), staff to role model and when necessary, clean children’s noses using PPE provided and disposing of in grey sealed bags in the hygiene hub bins. Tissues for each class are available throughout school, ensuring 	L		All staff, pupils and visitors Parents Ange Wilson- designated hygiene float.	Daily	Yes

		<p>adequate stock levels for each class / office from the start of each day and are replenished as needed.</p> <ul style="list-style-type: none"> • All used PPE equipment and used tissue to be disposed of in grey bags, sealed and placed into bins with lids situated in the Hygiene hub. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and asked to ensure their children wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible with at least one window open in classrooms and other rooms throughout school. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • All rooms have been deep cleaned over the Christmas break. • Touch surfaces cleaned (door handles, light switches, door panels etc.) • Carpets cleaned thoroughly with industrial carpet cleaner. • Continued use of enhanced cleaning using Milton fluid by hygiene floater- Ange Wilson and class staff • Cleaners to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Continue to have clutter free classrooms to enable regular cleaning, keep toys to a minimum. Continue to keep soft toys from classrooms, all hard-surfaced toys to be washed daily and sprayed with diluted Milton fluid. • Single use only for resources such as playdoh, pasta, and other such sensory materials. Water play in individual trays with anti-bac soap. 	L		WCC cleaning staff, school staff, caretaker Ange Wilson	Daily and enhanced throughout the day	Yes
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		<ul style="list-style-type: none"> • Playground equipment such as swings, bikes etc. to be wiped with disinfectant after each joint bubble use either by class staff or hygiene float. • P.E .equipment to be cleaned immediately after each bubble. • Reduced use of the school trampoline as it cannot be completely disinfected in between uses. It will be left for more than 72 hours before a new bubble use it. Timetable managed by PE co-ordinator. • Sensory gym (No balls in ball pit) and sensory room to be allocated to each class for half a day per week, deep cleaned after each bubble. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned after use. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit school if they are displaying any symptoms of coronavirus (COVID-19). • Pupils will be in class bubbles, 2 class bubbles will pair up for certain activities during the school day and travel to and from school, travelling daily on the same bus. (Dragonflies/Ducklings, Owls/Hedgehogs and Robins/Butterflies) • Where possible numbers in classes will be reduced. As the school caters for SEN children all having EHCPs this will be done in liaison with families. Priority will be given to critical workers and those felt to require more support. Leave of absence requests for children to remain at home will be granted. Some children will be asked to attend on a part time basis to keep numbers low and reduce transmission. • Most staff will work from home at least one day a week to help reduce numbers in the building. • Maximum numbers will be put in place for admin and outreach staff. 	L	This is extremely difficult for our pupils but we have strategies in place (bubble systems) to ensure that social distancing happens to the best of our ability.	All staff and pupils Visitors to school	Daily	Yes
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			L		Staff and pupils	Daily	Yes

		<ul style="list-style-type: none"> • Staff meetings and briefings to be held with smaller numbers in place • Visits to classrooms kept to a minimum where possible. Virtual tour of school posted on school website. • Maximum capacity measures in place in all classrooms and work areas. • Some areas marked in tape for visual reminders. • Management checks to ensure this is adhered to. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. • Any communal display boards which promote or encourage touching due to a sensory element should be temporarily taken down. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school, they will be isolated (children supervised at all times) and kept in the medical room where they can be at least two metres away from others and sent home to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. 	L	SLT to update procedures daily as and when government advice changes.	Visitors and contractors	Daily	Yes
			L		Staff and pupils	Daily	Yes

		<ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact Public Health to report the case, any actions required will be directed by PHE. <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Contractors to ideally be organised before pupils arrive or after pupils have left the building. • Track and trace systems in use. • Essential visits only will be allowed to school during national lockdown <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	L	Ange Wilson to check daily on supplies and replenish classrooms/ inform office when new orders needed.	Staff Ange Wilson	Daily	Yes
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Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • During lockdown, where possible staff will be given time to work at home to prepare remote learning resources and reduce the number of people in the building 					

		<ul style="list-style-type: none"> • Bubbles will have sufficient staff to ensure a safe learning environment. • Sufficient PPA time – to be taken at home where possible to reduce the amount of adults in school. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Risk assessments completed by all staff. • All staff to return, those shielding to follow government guidelines at the time. All staff should be in regular contact with SLT. • Specialists, therapists, clinicians, and other support staff can move between settings. They all have their own guidance to follow, regular discussions will take place to ensure children are receiving their entitlements through the EHCP but are also being kept safe. During National Lockdown visits are suspended for some services • Recruitment can continue as usual. • Daily report to the HT on number of absences and symptoms. <ul style="list-style-type: none"> • Staff do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. • Planning is to return to normal bearing in mind that some resources may be limited or unavailable. • Routines and daily activities should resume to give as “normal” a school day as possible. 		If there are any shortages of teachers, then teaching assistants to lead groups.			
Impact on physical and mental health		<ul style="list-style-type: none"> • Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. 	L	Open door policy to SLT, staff able to approach and talk to SLT about any worries or concerns they may have.	Staff	constant	Yes

Lone working		<ul style="list-style-type: none"> • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. • Lone working should not be an issue at Broadmeadow- from open to close there are multiple staff members in the building • All entrances to the building are secure • The car park area is well lit 	L				
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	Name	Position	Signature	Date	Review Date
Risk Assessor	Kate Flynn	HLTA and H&S Co-ordinator		Jan 21	
Line Manager	Lisa Walker	Head Teacher		Jan 21	