
Risk Assessment for: **Lodge Primary School January 2021**

School: Lodge Primary School

Assessment Date: **Revised 08.01.21** Name of Assessor(s): **B Munn, T Khatun, L. Gillam
C Cotton, G McNeela and J Nahal**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

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Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<p>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment within timescales.</p> <p>Pre-use visual checks are carried out by the user on all equipment.</p> <p>Ensure that workers onsite have a risk assessment in place from their employer.</p> <p>Ask onsite workers not to enter the building if displaying Covid signs.</p>	<p>Any defects or faults are reported, and equipment taken out of use.</p> <p>All checks that have been carried out are recorded in the Premises Log Book.</p>	Business Manager Site Manager	2	4	8	Reviewed: 21/05/20 15.7.20 17.9.20 6.11.20 04.01.21 5.1.21 07.1.21 08.01.21
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors,	<p>Fire risk assessment kept under constant review</p> <p>Medical needs register regularly reviewed.</p> <p>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.</p> <p>Fire drill procedure to be explained to staff and children in first week. Gaps between bubbles to be maintained when outside.</p> <p>Line up procedures as follows:</p>	<p>Fire drill practiced to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</p> <p>Overall school numbers will be decreased if</p>	HT, DHT and Site Manager SLT – as and when	1	5	5	Fire drill completed September 2020 reviewed: 21/05/20 15.7.20 17.9.20 15.10.20

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and/or shielding.	contractors Illness, infection, fatality	All children on grass area	numbers of staff in safety critical roles falls below that required by the assessments. This will remain in place until more staff can be trained or return to work. Refer to Fire Log Book	need arises				6.11.20 04.01.21 5.1.21 07.1.21 08.01.21
Minimising Contact	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to	<i>Staff who are on the playground and by the doors where children enter/exit should wear face coverings which will be provided by school. If staff wish to wear a face covering when in the school building, they can choose to do so.</i> <i>Staff should not have conversations with parents/carers face to face and advise them to book an appointment.</i> <i>Staff should avoid mixing in each other classrooms during the day due to the increased risk of spreading the new variant of the virus.</i> All vulnerable and key worker children to arrive at 9.00 am and leave at 3.00pm – 45 minute lunchtime. Children will be grouped according to numbers and will be in different locations to minimise contact. Children in Nursery will enter straight into the nursery building.		All staff – daily	3	4	1 2	reviewed: 21/05/20 15.7.20 17.9.20 15.10.20 7.11.20 20.11.20 10.12.20 04.01.21 07.1.21 08.01.21

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	fatality.	<p>Children in Reception will enter school through the Infant hall door and will be taught in class Reception.</p> <p>Children in KS1 will enter school through the year 1 door and will be taught in class 1D.</p> <p>Children in LKS2 will enter school through the year 3 door and will be taught in class 3S.</p> <p>Children in UKS2 will enter school through the door by 5T and will be taught in class 5T.</p> <p>These groups are based on numbers of children attending. RA will be updated accordingly.</p> <p>Children and parent to enter in the morning through Lodge Road gate and parent will exit through Lodge Road.</p> <p>At the end of school, parents enter through Lodge Road and exit through Lodge Road.</p> <p>Furniture will be rearranged and minimised contact between pupils and adults during lessons wherever possible. Children in KS1 and KS2 have been given their own packs and must not share equipment. No reading books or homework books will be sent home; online provision has been set for these.</p> <p>Children will have access to individual laptops/iPads. These will be wiped down daily.</p> <p>No whole school events for the foreseeable future.</p> <p>Break and lunch times are staggered and supervised to</p>						

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		<p>minimise contact. Children will have lunch in their designated rooms.</p> <p>Children will only be allowed to walk through the corridor to use the toilet and will be accompanied by a member of staff.</p> <p>Everyone to walk on the left hand side of the corridor and as much as possible a one-way system to walk around classrooms.</p> <p>Playground has been marked. Staff to inform children of protocols first thing in the morning and before going out into the playground at break time and lunchtime.</p> <p>Forward facing seats in classrooms except in EYFS classrooms</p> <p>Timetabled for shared spaces e.g. Halls.</p> <p>Face to face meetings with parents/carers are discouraged in the current climate unless exceptional circumstances are present, e.g. where there are safeguarding concerns</p> <p>Meetings with parents will take place over the phone or via Teams.</p> <p>Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, social distancing measures are to be communicated to parents. In the event of face to face meetings being unavoidable, all people present must wear a face covering and maintain strict social distancing.</p> <p>The nurture room to be used and sanitised before and after</p>	Timetables in place.					

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		<p>use. Entrance by 6C door.</p> <p>Regulate access to areas where it is difficult to maintain social distancing (toilets, corridors, storage rooms etc). See Appendix 5 - System of Controls</p> <p>Follow procedures as outlined.</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus (and siblings of these pupils), PPE must be worn and if possible social distancing measures to be adhered to. The area outside the art stockroom is the allocated space for anyone showing symptoms. The door must be open to ensure adequate ventilation.</p> <p>Staff to avoid non-essential work-related travel.</p> <p>Where practicable, staff and pupils to always keep at least two metres apart.</p> <p>The use of communal areas, staff room and nurture room are limited to reduce unnecessary group gatherings – staggered times or rotas to be implemented if required. Internal doors to be propped open (apart from fire exits) to reduce contact with door handles. Staff have been advised no more than 3 people at a time in the staff room. Nurture room to be used as a back up if needed- maximum of 3.</p> <p>Staff who are working with EYFS/KS1 children are to use the</p>						

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		<p>staffroom for breaks/lunch and the toilet by the staffroom.</p> <p>Staff who are working with KS2 children are to use the nurture room for breaks/lunch and the staff toilet in KS2.</p> <p>Staff have been advised of the need to wash/sanitise their hands on entry and exit from the staffroom. They have been asked to wipe down the table after use, using the wipes provided. There is already an enhanced cleaning procedure in place, but the staffroom is a communal area and responsibility needs to be taken by all users.</p> <p>Staff have been advised of the importance of avoiding congregating in classrooms. The classrooms and high touch points are regularly cleaned. However, unnecessary contact between adults may increase the risk of virus transmission either via direct contact or contact with surfaces which will be touched by others.</p> <p>Avoid using hand driers. Paper towels to be used.</p> <p>Communicate new ways of working to all staff, through email.</p> <p>When weather allows, lessons can be conducted outside of the classroom.</p> <p>Any visitors wishing to attend site must have clearance from a member of SLT of the Business Manager prior to visiting.</p>						
Poor Hygiene	As above	See Appendix 4 - Cleaning Schedule and Appendix 3 - Staff Expectations	Staff to remind pupils daily of the importance of	All staff – daily	2	4	8	reviewed: 21/05/20 15.7.20

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		<p>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Taught week 1.</p> <p>All toilets and hand washing stations have liquid soap, clean water and paper towels, hand driers available.</p> <p>Classrooms have hand soap and hand sanitizer (at least 70% alcohol)</p> <p>Children to wash their hands as soon as they enter the classroom at the start of the day, before lunch and break.</p> <p>Children to wash hands in the classroom again if they have been to the toilet during the day.</p> <p>Reception desk/area has glass windows on both sides.</p> <p>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)- 3 times per day. Soft furnishings (e.g. staff chairs) will be sprayed down and cleaned at the end of every day.</p> <p>Supply of antibacterial wipes available for adults to clean any areas/equipment they occupy/use before and after each use if they so wish.</p> <p>Provide wipes for cleaning shared equipment after each use if needed. (printers, staff room equipment - kettles, toasters etc).</p> <p>Cleaning of resources in bubbles. See Appendix 4 – Cleaning Schedule</p>	<p>good hygiene practices.</p> <p>Daily checks made to ensure there is sufficient stock of soap.</p> <p>Daily checks made to ensure there is sufficient hand wash and sanitizer each day.</p> <p>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</p>				<p>17.9.20</p> <p>15.10.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>5.1.21</p> <p>07.1.21</p> <p>08.01.21</p>	

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		<p>Any contaminated waste (used tissues etc) is disposed of appropriately in the yellow bin in the toilet by 5T (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitizer (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building</p> <p>Sufficient amounts of soap (or hand sanitizer where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</p> <p>Sufficient amounts of suitable cleaning products are available on the premises to sanitise regularly used areas and surfaces – cleaning agents are used and stored in line with the COSHH policy.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</p> <p>Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Children to bring their own water bottle in. Plastic cups will be</p>						

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		<p>available if they do not have a water bottle. The cup must only be used once, then put into a box in the classroom and all cups used must be washed in the dishwasher at the end of each day.</p> <p>When dinners are served, a member of will staff hand the child their tray and cutlery. Hand sanitizer must be used before handling any cutlery that will be given out.</p> <p>If staff wish to, then they can bring their own cutlery to use within school. No sharp knives. Staff are responsible for their own belongings.</p> <p>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>Bins in rooms must have lids.</p> <p>Disposable gloves to be available in rooms as required.</p> <p>Windows to be opened each morning if practical in all rooms to allow for a free flow of fresh air as much as possible.</p> <p>The SBM and Site Manager arrange enhanced cleaning to be undertaken where required.</p>						
New way of working (including	Teaching, non-teaching	All staff to attend school from September in line with government guidance. If needed Keep in touch (KIT) meetings virtually on a regular basis to ensure staff are supported.	Staff to cover each other for additional breaks if needed	SLT – Daily or weekly	3	4	1 2	Ongoing checked on

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working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to children and individual support made available when/if needed. Arrangements in place for employees to access a confidential counselling service. School stress risk assessment to be used as appropriate and when needed. Well-being to be monitored and supported.	Staff to explain changes to children and to ask how they are coping regularly throughout the day. Counselling service number is in the staff room and should staff have any concerns then they should talk to SLT	where needed				21/05/20 Reviewed 17.9.20 15.10.20 7.11.20 10.12.20 5.1.21 07.1.21 08.01.21
Inability to maintain social distancing when dealing with accidents.	Teaching, TAS, children, cleaners, cooks, parents, visitors, contractors	See Appendix 5 - System of Controls Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).	SLT to be informed of any incidents straight away. Area to be cleared of additional people. PPE to be worn before attending to incident if related to COVID 19 or intimate personal care.					reviewed: 21/05/20 15.7.20 17.9.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21

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Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	See Appendix 5 - System of Controls If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and / or needs direct personal care until they can return home. A face visor and fluid resistant face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron, face visor and fluid resistant face mask should be worn by the supervising adult. PPE equipment has been given to staff. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then face visor should be worn. staff all have a personal supply of PPE	Business manager to be informed by staff when they need PPE replenishing. Sufficient stock to be kept in school .	Business Manager	3	4	1 2	reviewed: 21/05/20 15.7.20 17.9.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21
Awareness of policies	Staff, visitors,	All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not	Staff to check emails daily for any updates.	All staff, policies	3	4	1	reviewed: 21/05/20 15.7.20

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and procedures	pupils, contractors, parents	<p>limited to, the following:</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</p> <p>*The Health Protection (Notification) Regulations 2010</p> <p>*Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</p> <p>*DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ LA <p>Staff are made aware of the school's infection control procedures in relation to coronavirus. In line with school's absence procedures, staff must contact the school as soon as possible if they believe they may have been exposed to</p>		available on shared drives and in the staffroom			2	17.9.2 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21

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		<p>coronavirus or are displaying any symptoms. See Appendix 5 - System of Controls</p> <p>All staff meetings are held virtually to ensure safety of staff and security of year group bubbles.</p> <p>Staff to use email to contact each other as much as possible. Personal contact to be avoided where possible and social distancing to be maintained between adults at all times.</p>						
Ill health	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>Staff informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of smell/taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus seeks follows COVID protocol.</p> <p>The relevant member of staff calls for emergency assistance immediately if pupil's symptoms worsen.</p> <p>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. They will enter school via the gate on Oak lane by 6C and collect their child</p>	SLT to be informed if anyone is showing symptoms and the person in question and any family members to be taken to the designated area following safety protocols.	All staff as required	2	5	1 0	<p>Ongoing checked on 21/05/20</p> <p>Reviewed 15.7.20</p> <p>14.09.20</p> <p>15.10.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>5.1.21</p> <p>07.1.21</p>

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		<p>from the fire exit door. All other siblings to go home and self isolate for 10 days until test outcome received.</p> <p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Child kept in isolation with supervising first aider in PPE.</p> <p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use the toilet by site managers office to minimise the spread of infection.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to get their child tested as soon as possible, and to follow PHE guidance. Call 999 if the pupil becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to get tested as soon as possible, and to follow PHE guidance. Call 999 if they become seriously ill or their life is at risk.</p> <p>Any medication given to ease the unwell individual's symptoms</p>						08.01.21

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		is administered in accordance with the Medical Needs Policy.						
Spread of infection	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period).</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</p>	<p>Trained staff to continue to monitor.</p> <p>If a parent contacts school, SLT to be informed</p>	<p>All trained staff</p> <p>SLT</p> <p>Office staff</p>	2	5	1 0	<p>Ongoing checked on 21/05/20</p> <p>Reviewed 15.7.20</p> <p>14.09.20</p> <p>15.10.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>5.1.21</p> <p>07.1.21</p> <p>08.01.21</p>
Poor management	Staff, visitors,	<p>See Appendix 5 - System of Controls</p> <p>Everyone is instructed to monitor themselves and others and</p>	Staff to continue to monitor.	SLT	2	5	1 0	Ongoing checked

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of infectious diseases	pupils, contractors, parents	<p>look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a member of SLT</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>SLT and office staff are informed by pupils' parents when pupils are due to return to school after having coronavirus.</p> <p>Staff inform SLT when they plan to return to work after having coronavirus in line with absence protocols.</p> <p>The Business Manager and Site Manager monitor the cleaning standards of school cleaning and discuss any additional measures required with regards to managing the spread of coronavirus. See Appendix 4 – Cleaning Schedule</p>		Office staff to remind visitors and parents				<p>on 21/05/20</p> <p>Reviewed 15.7.20</p> <p>14.09.20</p> <p>15.10.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>5.1.21</p> <p>07.1.21</p> <p>08.01.21</p>

LODGE PRIMARY SCHOOL

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Lack of communication	Staff, visitors, pupils, contractors, parents	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p> <p>Visitor guidance to be adhered to. Available in main entrance waiting area accessed from Oak Lane.</p> <p>PPE disposal signage to be followed.</p> <p>On site workers to be told to wear face coverings whilst working on school premises inside the building.</p> <p>Office staff to wear face coverings when speaking to visitors/workers in the school in the vestibule.</p>	<p>SLT to ensure communication is regular and any updates are relayed to relevant persons.</p> <p>PPE signage in place.</p>	<p>SLT</p> <p>Office staff to remind visitors and parents</p>	1	4	4	<p>Ongoing</p> <p>Reviewed</p> <p>15.7.20</p> <p>14.09.20</p> <p>15.10.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>5.1.21</p> <p>07.1.21</p> <p>08.01.21</p>
Poor staff wellbeing	Staff	<p>Staff are aware that all SLT are available to speak to if they have any worries or concerns</p> <p>Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</p> <p>Staff are encouraged to discuss with SLT how to manage their workload and balance their commitments.</p> <p>Staff are aware of how to report sickness, how long to stay</p>	<p>Staff to continue to monitor. Ongoing communication between all stake holders.</p>	<p>SLT to monitor</p> <p>Governors to monitor SLT</p>	3	3	9	<p>Ongoing</p> <p>Reviewed</p> <p>15.7.20</p> <p>14.09.20</p> <p>15.10.20</p>

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		away from school and how they will be paid during their absence.						7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21
Emergencies	Staff, pupils, parents	All staff and pupils' emergency contact details are up-to-date, including alternate 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.	Office staff to ensure contact details are up to date.	Office staff to monitor	2	4	8	On going Reviewed 15.7.20 14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21

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					L	S	R	
Travelling to and from school	Staff,	Staff are reminded of the government advice that people should aim to wear face coverings and be socially distant on public transport. Staff to ensure that when travelling to and from work using public transport, they are doing so safely. Once staff have come into school, they must thoroughly wash their hands/use the sanitiser provided. PPE to be removed according to procedures.	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	1 2	Ongoing Reviewed 15.7.20 14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21
BAME	Staff	Staff to be extra vigilant about any of the symptoms and if worried to seek medical advice promptly or speak to a member of SLT. Staff to be reminded of PPE availability. Staff to be reminded of outdoor education as long as this is in line with social distancing protocols.	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	1 2	Ongoing Reviewed 15.7.20 7.11.20 10.12.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
								04.01.21 5.1.21 07.1.21
Extremely Clinically vulnerable staff / children and their family members	Staff and children	<p>Shielding advice to be followed.</p> <p>If staff were previously extremely clinically vulnerable they should work from home during this period of restrictions. Pregnant staff should adhere to their personal risk assessments and seek advice from their midwife.</p> <p>Children who were previously extremely clinically vulnerable are now in most cases allowed to attend school. School will contact these parents and ask them to consult their doctor for advice.</p> <p>Government advice is that people living with someone classed as clinically extremely vulnerable can still attend work. Staff will be reminded to adhere to the RA.</p> <p>Risk assessments will be reviewed regularly and social distancing should be adhered to. Contact with children minimised.</p> <p>School to continue to monitor pupil wellbeing. Wellbeing to be a focus in lessons.</p>	SLT to ensure these staff are aware and do not come to school	SLT to monitor	1	1	1	21/05/20 Reviewed 15.7.20 14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Clinically vulnerable staff / children and their family members	Staff and children	<p>Advice to be followed.</p> <p>Staff who fall into this category to be reminded of the importance of following the rules and any risk assessments in place. Personalised RAs in place for staff in school who identify themselves as part of the clinically vulnerable group. These will be regularly reviewed.</p>	SLT to ensure these staff are aware and				7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21	
Visiting the school	Pupils, Staff, visitors	<p>Any visitors wishing to attend site must have clearance from a member of SLT of the Business Manager prior to visiting.</p> <p>Any visitors Face to face meetings and contact will be kept to an absolute minimum between school staff and visitors.</p> <p>Appointments must be made prior to any visits to the school. Any meetings that have been scheduled will take place in the nurture room- see previous for further information. Access to this room will be via the Fire exit door by the art cupboard. All visitors must use hand sanitiser upon arrival and adhere to social distancing measures. The room will be cleaned before and after use.</p> <p>During lockdown 3, visitors to school will not be working with children.</p> <p>Visitors will be informed that the school risk assessment is on our website and should be read and adhered to.</p>	Staff to ensure that procedures are followed and no visitors are allowed on site without a prior appointment unless it is an emergency.	Staff hosting meeting	2	2	4	Reviewed 14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 5.1.21 07.1.21 08.01.21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Monitoring the quality of learning	Staff, pupils, visitors	Monitoring of the quality of learning will be conducted via online learning and team discussions to discuss learning.	SLT to ensure that RA procedures are followed. Contact kept to a minimum.	SLT / Staff	1	1	2	14.9.20 15.10.20 7.11.20 10.12.20 04.01.20 5.1.21 07.1.21 08.01.21

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
21/05/2020	Lisa Gillam and Jatinder Nahal	This is dynamic document and we are open to suggestions for development. Please note that things can change in a very short timescale. As such, any risk assessment may need to be updated as the situation changes and other considerations emerge.
04/06/2020	Beverley Munn	Reviewed in light of recommendations from the LA and unions.
04/06/2020	Jatinder Nahal	
15.07.20	B Munn, C Cotton, T Khatun, G	Reviewed in the light of government and LA advice - July 2020

	McNeela, and J Nahal	
16/09/20	Lisa Gillam, B Munn, C Cotton ,T Khatun, G McNeela, and J Nahal	Reviewed in the light of government and LA advice – Sept 2020
15/10/20	L Gillam, B Munn, J Nahal	Reviewed in the light of government and LA advice – Oct 2020
7/11/20	L Gillam, J Nahal	Reviewed in the light of government and LA advice- November 2020.
10/12/20	L Gillam, J Nahal	Reviewed in the light of government and LA advice- December 2020.
04/1/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government and LA advice- January 2021.
05/01/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government lockdown 3 (4.1.21) and LA advice- January 2021.
07/01/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government lockdown 3 (4.1.21) and LA advice- January 2021.
08/01/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government lockdown 3 (4.1.21) and LA advice- January 2021.

LODGE PRIMARY SCHOOL

General Staff information

- Teachers should stay at the front of the class, away from colleagues and pupils where possible minimising their contact.
- All staff and pupils to keep to the left when walking through the corridors.
- All tables in classrooms to be positioned in forward facing rows.

Time	Cleaning actions	By whom
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- For information regarding resources and cleaning please see the risk assessment.
- Please read the information regarding face mask disposal procedures. (Posters in entrances/risk assessment)

Cleaning Schedule

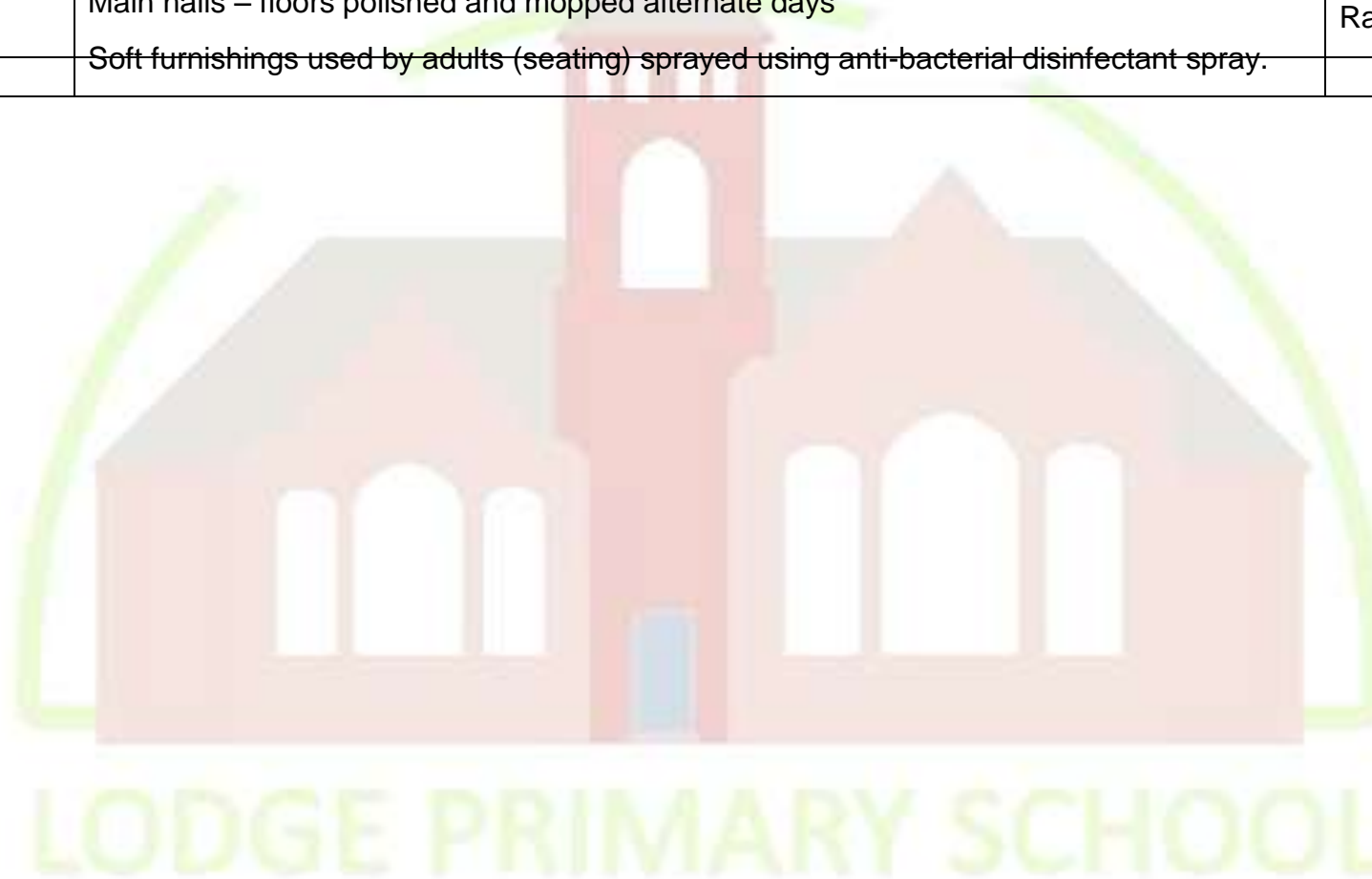
Appendix 4

Business Manager and Site Manager to monitor the cleaning standards and make necessary adjustments.

Resources

- Individual wipes available for all staff to use to clean equipment in rooms and around school, this is not mandatory but an option to use by staff if they so wish.
- Lockdown bubble shared resources to be wiped after each class has used them. (P.E/iPads/science/art/maths/ phonics books)
- During lockdown 3, resources should not be shared
- Hand sanitiser available.

AM	Pupil and staff toilets to be cleaned with a particular focus on touch points	Rashmi
Appendix 5 LPS System of Controls (DfE guidance)		
1.	<p>Minimise contact with individuals who are un-well by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.</p> <p><i>Parents to notify school asap if the above applies at home. In school, staff to follow guidance.</i></p>	<p>Cleaning staff</p> <p>Rashmi/Mary</p>
	<p>All rooms to be hoovered. Surfaces (handles, window sills, light switches) disinfected. Sink area/taps cleaned. Tables and chairs to be cleaned. Pupil toilets to be cleaned.</p> <p>Main halls – floors polished and mopped alternate days</p> <p>Soft furnishings used by adults (seating) sprayed using anti-bacterial disinfectant spray.</p>	



2.	<p>Clean hands more often than usual.</p> <p><i>Children to wash their hands on arrival, before break and before lunch. Hand sanitiser after break and lunch. Also hand sanitisers/ hand washes available in each classroom.</i></p>
3.	<p>Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach.</p> <p><i>We shall be teaching pupils about this in week 1 and this will be ongoing.</i></p>
4.	<p>Introduce enhanced cleaning</p> <p><i>Refer to cleaning schedule.</i></p>
5.	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p><i>See risk assessment for details (groupings, measures in class/elsewhere, use of resources, staffing)</i></p>
6.	<p>Wear PPE where necessary.</p> <p><i>PPE should be worn by Staff who are on the playground and by the doors where children enter/exit should wear face coverings which will be provided by school. If staff wish to wear a face covering when in the school building, they can choose do so if they wish.</i></p> <p><i>PPE to be worn in school by staff or children attending to a child’s personal care need or a child or staff member becomes ill on the premises. PPE to be worn when cleaning bodily spillages. Procedures to be followed. Procedures for removal of masks to be followed at entrances to school. PPE kits have been given to all first aiders.</i></p>
Response to any infection	
7.	<p>Engage with NHS Test and Trace.</p> <p><i>Staff/parents to understand the procedure.</i></p>

	<i>If showing symptoms of COVID – book a test, do not attend school, provide details to NHS test and Trace, self-isolate. Parents/staff must inform school regarding test results immediately and school will take appropriate action in line with DfE guidance, PHE and PHE Sandwell.</i>
8.	Manage confirmed cases of COVID-19 amongst the school community - see below
9.	Contain any outbreak by following local health protection team advice – see below

Process in the event of outbreaks

If a staff member or child displays symptoms in school.

Notify SLT. PPE to be put on. Escort child or staff member to area outside Art cupboard. All siblings in school to be escorted to the area. Parents to be contacted. Collection from fire exit door by 6C. Area to be cleaned and disinfected after use.

If there is a confirmed cases of COVID-19 among pupils or staff in the setting within 14 days, or there is an increase in pupil or staff absence due to suspected or confirmed cases of COVID-19, the Sandwell PHE helpline will need to be contacted either via phone (7.30-9.30) in the event of an emergency or via email. The team will advise if additional action is required.

A mobile testing unit may be dispatched to test other who may have been in contact with the person who tested positive. Testing will focus on the class, then year group and whole school if necessary.

In the event of a local area lock down, we will await advice from the government and local authority.

Any pupil who is self – isolating will have access to remote learning or a pack will be sent if appropriate.