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

School: Lodge Primary School

Assessment Date:

Revised 05.03.21

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 symptoms.</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	<p>Reviewed: 21/05/20 15.7.20 17.9.20 6.11.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21</p>
Lack of persons in safety critical roles (e.g. first aiders, fire marshals,	Teaching, non-teaching staff, children, cleaners, cooks,	<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>	Fire drill practiced to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.	HT, DHT and Site Manager	1	5	5	<p>Fire drill completed September 2020</p> <p>reviewed: 21/05/20 15.7.20</p>

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etc) due to self-isolation and/or shielding.	parents, visitors, contractors Illness, infection, fatality	Fire drill procedure to be explained to staff and children in first week. Gaps between bubbles to be maintained when outside. Line up procedures as follows: KS2 on grass area KS1 on grid facing school next to Community Centre on playground EYFS on the grid by the trim trail.	Overall school numbers will be decreased if 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	SLT – as and when need arises				17.9.20 15.10.20 6.11.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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Minimising Contact	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<p>See Appendix 1 – Arrangements for the start and end of the day</p> <p>All staff who are in the playground when children arrive/leave have got walkie talkies to communicate with one another and the office staff. This ensures smooth transition between the local streets, playground and exit/enter areas. 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. Face covering should be disposed of in domestic waste but not recycling bin.</p> <p>Staff should not have conversations with parents/carers face to face and advise them to book a telephone/Teams appointment if they wish to have a conversation.</p> <p>Staff should avoid mixing in each other's classrooms, study rooms or offices due to the increased risk of spreading the new variant of the virus.</p> <p>Breakfast club runs from 8.00am in the Infant hall. Parent/Carer must complete a booking form and return to the school office prior to their children attending. Children to enter through Lodge Road and go straight to the Infant hall entrance. Tables will be set out so that children sit in their bubble and do not mix with other bubbles (unless they are siblings).</p>		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 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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		<p>Disposable cups and plates will be used. Staff must ensure that the hall is well ventilated.</p> <p>School drop-off/collection times are staggered to minimise numbers. Only one adult should enter school to drop off and collect a child.</p> <p>School start and end time – see plan.</p> <p>Procedure for entering and leaving school – see plan.</p> <p>Parents to enter via Lodge Road and exit via Oak Lane in the morning. Parents to drop off youngest child first. Parents to enter via Oak Lane. Parents to collect oldest child first and then collect other children in age order, except for nursery and exit via Lodge Road. Please note, the only exception to this, at the end of the day is for nursery parents who will pick up their nursery child last as nursery finishes at 3.15.</p> <p>Late children to come to the Oak Lane entrance and wait in the vestibule until a staff member can escort them to their class.</p> <p>Letter sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.LA letter sent to parents.</p> <p>Drop-off/collection points have been clearly marked to encourage social distancing. Separate entrance and exit routes are in place.</p> <p>Social distancing in place, line up points for parents identified.</p>						

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		<p>See Appendix 2 - Bubble Timetables</p> <p>See Appendix 3 - Lodge Staff Expectations</p> <p>Children will be in classes. Class bubbles in place. 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. Reading books will be sent home and quarantined when returned to school in a lidded box for 72 hours. When staff hear children read out loud, the child will touch their reading book, staff will not fill in the child's reading record, but will note down in their blue book, when the child has read and any necessary comments will be written on a sticky label and stuck into the reading record. Home learning will be moved on line for the foreseeable future.</p> <p>Laptops/iPads can be shared 1 between 2 pupils; pupils must sanitise their hands before and after use. Staff to wipe down laptop/iPad after each use before putting them back into the trolley.</p> <p>Staff to clean the musical instruments after the end of their session so that they are ready to use for the next class. Wipes and gloves will be in put in the hall for staff to use.</p> <p>No whole school events for the foreseeable future.</p>	Timetables in place.					

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		<p>Break and lunch times are staggered and supervised to minimise contact. Different entrance points for each year group. We have class bubbles and all classes have designated play area and have been assigned a table to sit on during lunchtime. Classes will come in 1 at a time and only sit on the allocated table. Children must not get up once sat down or mix with the other class. Lunchtime staff to ensure that this is followed at all time. If it is wet play, then classes will be called one a time by F Akram or J Nahal to ensure that there is no mixing of class bubbles or congestion in the corridors.</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, except for Y6 pupils who will be taught the correct procedure.</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>Windows and doors to be kept open at all times so that rooms are well ventilated.</p>						

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		<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 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 rare 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 use. Door and windows to be kept open. Entrance by 6C door. 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. PPE and face coverings should be disposed of in domestic waste but not recycling bins. The area</p>						

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		<p>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, e.g. staff room, is 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 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 other than their own. The classrooms and high touch points are regularly cleaned. However, unnecessary contact between adults may increase</p>						

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		<p>the risk of virus transmission either via direct contact or contact with surfaces which will be touched by others.</p> <p>Alternate PPA rooms are the library and KS1 study room- maximum of 4 and 3 respectively.</p> <p>Allocated staff toilets:</p> <p>Reception staff to use toilet by staffroom</p> <p>Year 1/2 staff and SLT to use toilet by 2T</p> <p>KS2 staff and office staff to use KS2 toilets</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	<p>See Appendix 4 - Cleaning Schedule and Appendix 3 - Staff Expectations</p> <p>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Children reminded w/c 8th March.</p> <p>All toilets and hand washing stations have liquid soap, clean water and paper towels, hand driers available.</p>	<p>Staff to remind pupils daily of the importance of 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</p>	All staff – daily	2	4	8	<p>reviewed: 21/05/20 15.7.20 17.9.20 15.10.20 7.11.20 10.12.20</p>

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		<p>Classrooms have hand soap and hand sanitizer (at least 70% alcohol)</p> <p>Children to wash/sanitise their hands as soon as they enter the classroom at the start of the day, before lunch and break and on their return to class after break and lunch.</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>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>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>04.01.21</p> <p>07.1.21</p> <p>08.01.21</p> <p>26.01.21</p> <p>8.2.21</p> <p>25.02.21</p> <p>01.03.21</p> <p>03.03.21</p> <p>05.03.21</p>	

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		<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 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>						

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		<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 every day in all rooms to allow for a free flow of fresh air as much as possible. Doors to be kept open for the same reason. School to be as well ventilated as possible.</p> <p>The SBM and Site Manager arrange enhanced cleaning to be undertaken where required.</p>						
New way of working (including working from home)	Teaching, non-teaching staff, pupils.	All staff to attend school in line with government guidance, unless they have received a shielding letter. If needed, Keep in touch (KIT) meetings will take place virtually on a regular basis to ensure staff are supported.	<p>Staff to cover each other for additional breaks if needed</p> <p>Staff to explain changes to children and to ask</p>	SLT – Daily or weekly where needed	3	4	1 2	Ongoing checked on 21/05/20 Reviewed

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leading to feeling a lack of supervision, interaction, support and social isolation.	Anxiety, depression, stress, poor mental health & wellbeing	<p>Managers to ensure employees are aware of the following advice:</p> <p>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</p> <p>Changes in new school protocols explained to children and individual support made available when/if needed.</p> <p>Arrangements in place for employees to access a confidential counselling service.</p> <p>School stress risk assessment to be used as appropriate and when needed.</p> <p>Well-being to be monitored and supported.</p>	<p>how they are coping regularly throughout the day.</p> <p>Counselling service number is in the staff room and should staff have any concerns then they should talk to SLT</p>					17.9.20
								15.10.20
								7.11.20
								10.12.20
								04.01.21
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LODGE PRIMARY SCHOOL

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Inability to maintain social distancing when dealing with accidents.	Teaching, TAS, children, cleaners, cooks, parents, visitors, contractors	<p>See Appendix 5 - System of Controls</p> <p>Safety of the injured/affected to be prioritised during incidents</p> <p>2m social distancing is not required when attending to emergency situations</p> <p>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</p>	<p>SLT to be informed of any incidents straight away. Area to be cleared of additional people.</p> <p>PPE to be worn before attending to incident if related to COVID 19 or intimate personal care.</p>				<p>reviewed: 21/05/20 15.7.20 17.9.20 15.10.20 7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21</p>	

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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, disposable apron/gloves and fluid resistant face mask should be worn by the supervising adult. 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 teaching assistants. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then face visor should be worn. First aiders 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 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21

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Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 *The Health Protection (Notification) Regulations 2010 *Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' *DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Staff to check emails daily for any updates.	All staff, policies available on shared drives and in the staffroom	3	4	1 2	reviewed: 21/05/20 15.7.20 17.9.2 15.10.20 7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21

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		<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 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>						<p>8.2.21</p> <p>25.02.21</p> <p>01.03.21</p> <p>03.03.21</p> <p>05.03.21</p>
Ill health	Staff, visitors, pupils,	See Appendix 5 - System of Controls	SLT to be informed if anyone is showing	All staff as required	2	5	1 0	Ongoing checked

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	contractors, parents	<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 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>	symptoms and the person in question and any family members to be taken to the designated area following safety protocols.				<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>07.1.21</p> <p>08.01.21</p> <p>26.01.21</p> <p>8.2.21</p> <p>25.02.21</p> <p>01.03.21</p> <p>03.03.21</p> <p>05.03.21</p>	

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		<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 is administered in accordance with the Medical Needs Policy.</p>						
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>	Trained staff to continue to monitor.	All trained staff SLT Office staff	2	5	10	Ongoing checked on 21/05/20 Reviewed 15.7.20

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		<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>	If a parent contacts school, SLT to be informed				14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21	

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	
Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>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.</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>	Staff to continue to monitor.	SLT Office staff to remind visitors and parents	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>07.1.21</p> <p>08.01.21</p> <p>26.01.21</p> <p>8.2.21</p> <p>25.02.21</p> <p>01.03.21</p> <p>03.03.21</p> <p>05.03.21</p>

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	
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 be told to wear face coverings when speaking to visitors/workers in the school in the vestibule, whilst maintaining a 2 metre distance.</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>07.1.21</p> <p>08.01.21</p> <p>26.01.21</p> <p>8.2.21</p> <p>25.02.21</p>

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	
								01.03.21 03.03.21 05.03.21
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 away from school and how they will be paid during their absence.</p>	Staff to continue to monitor. Ongoing communication between all stake holders.	<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> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>07.1.21</p> <p>08.01.21</p>

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	
								26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21
Emergencies	Staff, pupils, parents	<p>All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p>	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

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	
								7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21
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	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	1 2	Ongoing Reviewed 15.7.20

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	
		the sanitiser provided. PPE to be removed according to procedures.						14.09.20 15.10.20 7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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	
BAME	Staff	<p>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.</p> <p>Staff to be reminded about the importance of ensuring areas across the school are as well ventilated as possible.</p> <p>Risk assessments for individuals completed and reviewed as appropriate.</p>	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	1 2	<p>Ongoing</p> <p>Reviewed</p> <p>15.7.20</p> <p>7.11.20</p> <p>10.12.20</p> <p>04.01.21</p> <p>07.1.21</p> <p>08.01.21</p> <p>26.01.21</p> <p>8.2.21</p> <p>25.02.21</p> <p>01.03.21</p> <p>03.03.21</p> <p>05.03.21</p>

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	
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. Pregnant staff who are class based must get the all clear from their midwife to return to the classroom; they will work from home until then. Pregnant staff who work in the office can continue to come into school (providing advice has been sought from their midwife). They will work in an office on their own and must adhere to their individual risk assessment that has been completed by the Business Manager,</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/HR advice is that people living with someone classed as clinically extremely vulnerable can still attend work unless they can be offered the opportunity to work from home. School will work alongside relevant staff to ensure that they are aware of this.</p> <p>Risk assessments will be reviewed regularly and social distancing should be adhered to. Contact with children minimised.</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 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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	
		School to continue to monitor pupil wellbeing. Wellbeing to be a focus in lessons.						
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 and updated in line with advice.</p> <p>If staff have been contacted by their GP to add them to the shielding list (February 2021), they will be working from home until further notice.</p>	SLT to ensure these staff are aware and				7.11.20 10.12.20 04.01.21 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21	

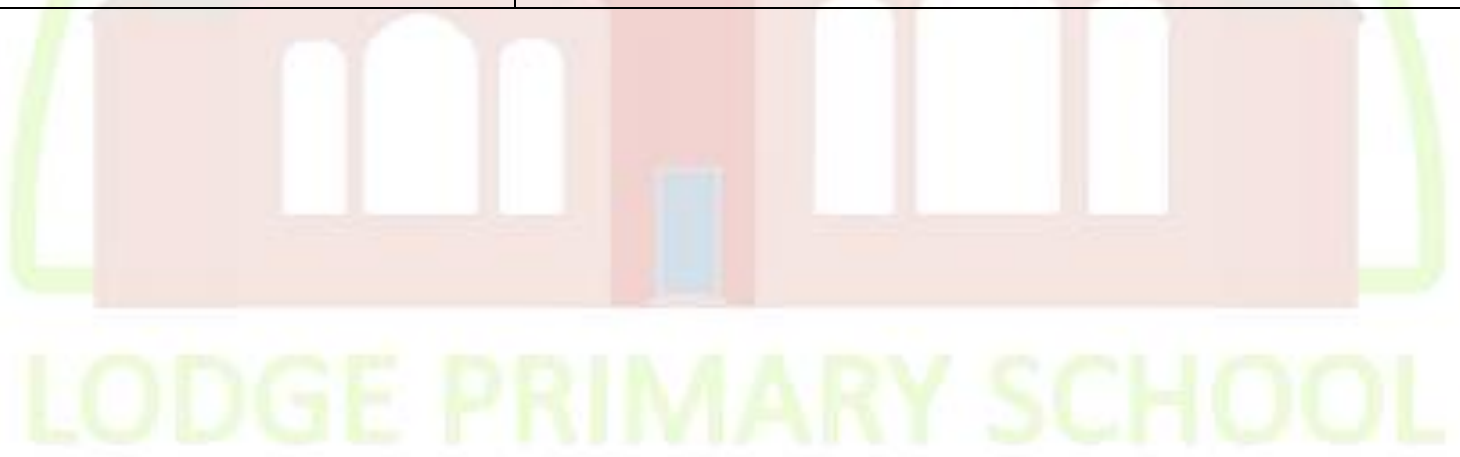
Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Visiting the school	Pupils, Staff, visitors	<p>Any visitors wishing to attend site must 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. See previous.</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. Please note, face to face meetings will only be scheduled in extreme circumstances and if there are no alternative options.</p> <p>For visitors who will be working with children (e.g. inclusion support, WBA, Music 4 You), will have a risk assessment carried out by their employer and a copy will be sent to school.</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 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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	<p>Monitoring of the quality of learning will be conducted in a number of ways e.g. book scrutiny and observation. Social distancing and contact will be kept to minimum and will take place in line with our RA.</p> <p>Staff monitoring children's work will ensure that hands are sanitised, gloves worn as appropriate and any areas touched will be wiped down.</p>	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 07.1.21 08.01.21 26.01.21 8.2.21 25.02.21 01.03.21 03.03.21 05.03.21

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	
LFD	Staff, pupils, visitors	Please see the school's RA for LFD testing. In line with government advice, staff have been encouraged to participate in LFD testing. Staff must report results to the NHS and notify school.	SLT to ensure that RA procedures are followed.	SLT / Staff	1	1	2	25.02.21 01.03.21 03.03.21 05.03.21

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 McNeela, and J Nahal	Reviewed in the light of government and LA advice - July 2020
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.
04/01/21	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.
26/01/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government lockdown 3 (4.1.21) and LA advice- January 2021.
08/02/21	L Gillam, B Munn, J Nahal	Reviewed in the light of government lockdown 3 (4.1.21) and LA advice- January 2021.
25/02/21	L Gillam, B Munn, J Nahal	Reviewed in light of government and LA advice for schools reopening on 8 th March 2021
01/03/21	L Gillam, B Munn, J Nahal	Reviewed in light of government and LA advice for schools reopening on 8 th March 2021
03/03/21	L Gillam, B Munn, J Nahal	Reviewed in light of government and LA advice for schools reopening on 8 th March 2021
05/03/21	L Gillam, B Munn, J Nahal	Reviewed in light of government and LA advice for schools reopening on 8 th March 2021



Arrangements for the start and end of the day

Appendix 1

Year Group	Start time	End time	Drop off Entrance	Collection point
Nursery - am	8.45 a.m.	11.45 a.m.	Lodge Road entrance .	Oak Lane entrance. Collected by adult named on collection list.
Nursery - pm	12.30 p.m.	3.30 p.m.	Lodge Road entrance.	Oak Lane entrance. Collected by adult named on collection list.
Reception	8.45 a.m.	2.45 p.m.	Lodge Road entrance. Straight into class to teacher via door in Infant hall.	Oak Lane entrance. Collected by adult named on collection list.
Year 1	8.55 a.m.	2.55 p.m.	Lodge Road entrance. Straight into class to teacher via fire door in Infant hall.	Oak Lane entrance. Collected by adult named on collection list, from fire door in Infant hall.
Year 2	8.55 a.m.	2.55 p.m.	Lodge Road entrance. Straight into class to teacher via Y2 door.	Oak Lane entrance. Collected by adult named on collection list, from Y2 door.
Year 3	9.05 a.m.	3.05 p.m.	Lodge Road entrance. Straight into class to teacher via Y3 door.	Oak Lane entrance. Collected by adult named on collection list, from Y3 door.
Year 4	9.05 a.m.	3.05 p.m.	Lodge Road entrance. Straight into class to teacher via door next to 4P.	Oak Lane entrance. Collected by adult named on collection list, from door next to 4P.
Year 5	9.15 a.m.	3.15 a.m.	Lodge Road entrance. Straight into class to teacher via door next to 5T.	Oak Lane entrance Collected by adult named on collection list, from 5T door.
Year 6	9.15 a.m.	3.15 a.m.	Lodge Road entrance. Straight into class to teacher via door by 6C.	Oak Lane entrance Collected by adult named on collection list,

Bubble Timetables

Appendix 2

Bubble group A

Nursery (am)

8:45am	Enter school via Lodge Road entrance. Straight into class.
11.45am	Collected by adult named on collection list.

Nursery (pm)

12.30pm	Enter school via Lodge Road entrance. Straight into class.
3.15pm	Collected by adult named on collection list.

Reception

8:45am	Enter school via Lodge Road entrance. Straight into class
11am- 11.45am	Lunch and then outdoor play in Reception playground.
2.45pm	Collected by adult named on collection list.

We have class bubbles and all classes have designated play area and have been assigned a table to sit on during lunchtime. Classes will come in 1 at a time and only sit on the allocated table. Children must not get up once sat down or mix with the other class. Lunchtime staff to ensure that this is followed at all time.

Bubble group 1 (Year 1)

8:55am	Enter school via Lodge Road. Straight into class to teacher via fire door in Infant hall.
10:00 – 10:15	Break Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
11.50am-12.20pm	Lunch (Y1 enter hall through corridor route; Y2 exit through Y2 fire door and enter hall through fire door).
12.20pm – 12.35pm	Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
2.55pm	Collected by adult named on collection list, from fire door in Infant hall.

Bubble group 2 (Year 2)

8:55am	Enter school via Lodge Road. Straight into class to teacher via Y2 door .
10:00 – 10:15	Break

	Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
11.50am-12.20pm	Lunch (Y1 enter hall through corridor route; Y2 exit through Y2 fire door and enter hall through fire door).
12.20pm – 12.35pm	Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
2.55pm	Collected by adult named on collection list from Y2 door.

Bubble group 3 (Year 3)

9.05am	Enter school via Lodge Road. Straight into class to teacher via Y3 door .
10:15 – 10:30	Break - Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
12.05pm-12.20pm 12:20 – 12:25 <i>Children to line up and wait for the hall to be cleaned. They must stop playing as Years 1 and 2 will be going out to play.</i> 12.25pm-12:55pm	Outdoor play Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area. Lunch (Y3 enter hall through the fire door and Y4 enter the hall door)
3.05pm	Collected by adult named on collection list from Y3 door.

Bubble group 4 (Year 4)

9.05am	Enter school via Lodge Road. Straight into class to teacher via Y4 door.
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10:15 – 10:30	Break - Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
12.05pm-12.20pm 12:20 – 12:25 <i>Children to line up and wait for the hall to be cleaned. They must stop playing as Years 1 and 2 will be going out to play.</i> 12.25pm-12:55pm	Outdoor play Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area. Lunch (Y3 enter hall through the fire door and Y4 enter the hall door)
3.05pm	Collected by adult named on collection list, from Y4 door.

Bubble group 5 (Year 5)

9.15am	Enter school via Lodge Road. Straight into class to teacher via Y5 door .
10:30 – 10:45	Break Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
12.45pm-1.00pm 1.00pm-1.30pm	Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area. (Y6 enter hall through infant hall corridor fire exit by Reception; Y5 enter hall through central fire door). Lunch
3.15pm	Collected by adult named on collection list from Y5 playground door.

Bubble group 6 (Year 6)

9.15am	Enter school via Lodge Road. Straight into class to teacher via Y6 door .
10:30 – 10:45	Break Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
12.45pm-1.00pm	Outdoor play- each class has a designated are of the playground to use. Staff to ensure that children stay in this area.
1.00pm-1.30pm	(Y6 enter hall through infant hall corridor fire exit by Reception; Y5 enter hall through central fire door). Lunch
3.15pm	Collected by adult named on collection list from Y6 door.

Lodge Staff Expectations 2020

Appendix 3

Morning arrival

- Children to arrive from the Lodge Road entrance in the morning with one adult only.
- All teachers must be in their rooms ready for registration from 8:45 as siblings from other classes may arrive.
- TAs to stand outside the entrance doors for each year group to direct parents to the correct class doors and receive pupils/siblings.
- Teachers who are not class based to assist on the playground.
- Late children to enter using the Main visitor entrance on Oak Lane.

Home time collection

- Parents to enter via Oak Lane at the correct time to collect their eldest child first and exit via Lodge Road.
- Children who are late being collected will need to go back into class.

Break time

- Children must use the toilets before or after break (not during). Staff to remind pupils.
- Children will need to wash their hands in classrooms prior to break (10 minutes).
- There will be no toast available initially. Children will need to bring their own snacks.
Teachers and TAs to follow playground rota.

Lunch Time – Children must be ready and in the hall by the time stated on the timetable as there is a strict schedule.

- Children will need to wash their hands in classrooms prior to lunch (10 minutes).
- Children to put coats on in classroom and keep them on during lunch.
- Staff to hand out trays and cutlery to the children.
- Children with allergies will need to stand in front of dinner line.
- Dinner staff to pour water into cups for children. Dinner staff should not get too close to the child and where possible maintain contact from the side or behind.
- The bubble year group will eat together and all move out of the hall at the same time. Children must remain in their seats until all children have eaten and their 30mins eating time is complete. TA's to have their lunch break the same time as the children are eating and then supervise outside for 15mins before taking children back to class. TA's to ensure that children have washed their hands and are registered ready for when the teachers come back.
- Tables to be sanitised using equipment given by school before the new classes come into the hall.

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.
- 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.

- Year group bubble shared resources to be wiped after each class has used them. (P.E/iPads/science/art/maths/ phonics books)
- Shared resources used in each class (book corner books/maths resources) to be wiped once a week.
- Musical instruments to be cleaned by Nick (music teacher) each week. Instruments to be timetabled and cleaned after each class has used them.
- Hand sanitiser available.

Time	Cleaning actions	By whom
10:30 – 11:30	Pupil and staff toilets to be cleaned with a particular focus on touch points Door handles/light switches to be wiped/sprayed (frequently touched surfaces)	Rashmi
11:00/3:00	Outdoor play equipment to be wiped using disinfectant wipes	EYFS staff (volunteers)
11:00 – 1:00	Dining tables and seats to be wiped after each class has eaten.	FA/ JN
1:30 - 1:45	Hall to be cleaned. (Tables wiped, floor cleaned)	Dinner staff (SIPs)
3:30 – 6:00	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. Main halls – floors polished and mopped alternate days Soft furnishings used by adults (seating) sprayed using anti-bacterial disinfectant spray.	Cleaning staff Rashmi/Mary

Appendix 5 LPS System of Controls (DfE guidance – Sept 2020)

1.	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. <i>Parents to notify school asap if the above applies at home. In school, staff to follow guidance.</i>
2.	Clean hands more often than usual. <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>
3.	Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach. <i>We shall be teaching pupils about this in week 1 and this will be ongoing.</i>
4.	Introduce enhanced cleaning <i>Refer to cleaning schedule.</i>
5.	Minimise contact between individuals and maintain social distancing wherever possible. <i>See risk assessment for details (groupings, measures in class/elsewhere, use of resources, staffing)</i>
6.	Wear PPE where necessary. <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> <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. PPE and face coverings should be disposed of in domestic waste but not</i>

	<i>recycling bins. 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>
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Response to any infection	
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7.	Engage with NHS Test and Trace. <i>Staff/parents to understand the procedure.</i> <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	
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If a staff member or child displays symptoms in school. <i>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.</i>	
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.

