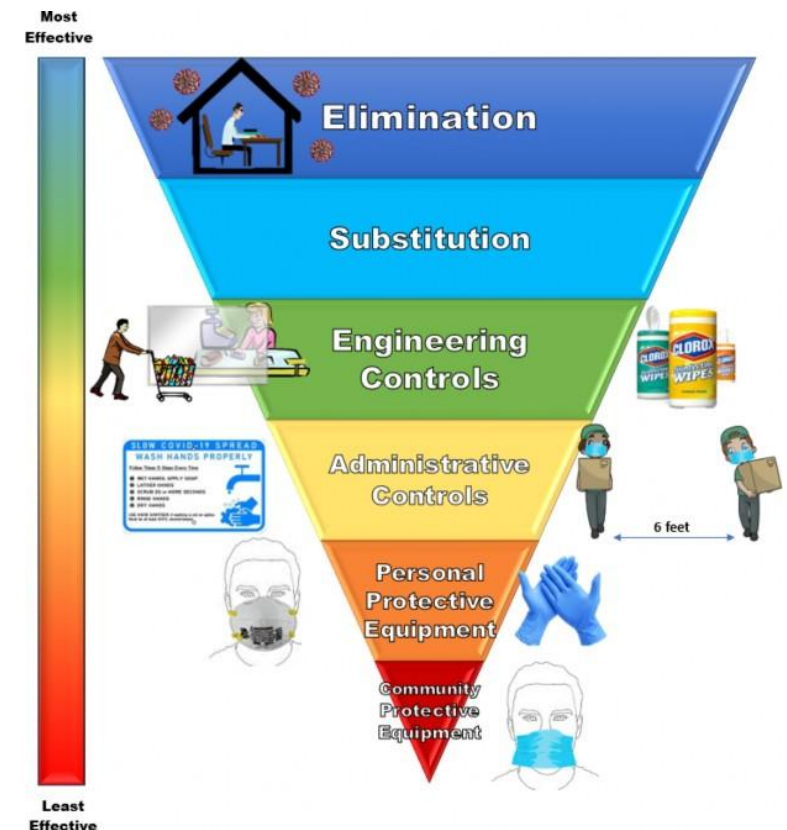


Covid-19 Risk Assessment (Sept 2020) Stowlawn Primary School

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

The cross-infection control measures considered in the risk assessment below are based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Stowlawn Primary School 9.7.20 for Sept 2020, reviewed and updated 3.9.20



Title: Covid-19 Risk Assessment

Regular checks are made for the most up to date information and this is relayed to staff, students and parents using the school information systems – emails, newsletters, display screens and signage as appropriate

This risk assessment (and any updates) is sent to staff for consultation through Teams; a face-to face staff meeting was held on 17.7.20 where the Risk Assessment was reviewed with staff and their comments received and acted upon

Hazards	Who might be harmed	Controls Required (LA actions)	Risk Rating L/M/H	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who	<p><u>Promotion of good personal hygiene</u></p> <p>Hand washing facilities with soap and water (ideally warm water) in place.<i>Hand sanitiser available in all bubbles and where hand-washing facilities not immediately available.</i></p> <p>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. <i>Posters and information systems are displayed</i></p> <p>Stringent hand washing taking place. (in accordance with this <u>guidance</u>).</p> <ul style="list-style-type: none"> • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before and after eating a snack and before and after eating dinner. 	L	Regular monitoring by SLT	weekly	

	physically comes in contact with you in relation to your operations	<ul style="list-style-type: none">• Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) For children: use a pea-sized amount of sanitiser and teach children to rub it in until hands are dry to avoid them putting fingers in their mouths <i>Structured times built into the day for hand washing e.g. on arrival, break times, lunch, before going home. Staff and pupils have been informed of how to use sanitiser safely</i>• Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. <i>Advice provided to all staff about putting used tissues in the bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, avoiding close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean.</i>• Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. <i>Boxes of tissues have been provided for every classroom, replacements through site team when required.</i>• Appropriate receptacles for disposal of tissues which are emptied throughout the day. <i>Lidded bins are provided in all bubbles, dining areas and staff areas, these are emptied at lunchtime and at the end of the day</i>• Pupils discouraged from sharing cutlery, cups or food. <i>Drinking fountains are not in use. Staff and pupils to drink from their own bottles/cups. Pupils have been requested to bring their own water bottles. Sufficient supplies of plates, cups and cutlery</i>				
--	---	--	--	--	--	--

have been purchased so that there is no need to wash and reuse during lunch service.

- Parents informed of hygiene expectations and to advise its discussed with their children.
- Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home
- Areas are kept well ventilated using natural ventilation where possible.

Internal and external doors may be propped open to facilitate ventilation; doors to food preparation areas are not propped open

Staff to staff contact:

Staff are reminded to:

- maintain 2m social distancing between one another wherever possible
- observe good hand and respiratory hygiene
- remain vigilant to exposure to COVID-19 outside the school
- minimise Interactions between teaching staff and other school staff, including office / administrative staff
- minimise interactions between staff and parents/carers

**There is additional cleaning in staff shared areas / staff rooms
washing / sanitiser facilities are available in staff shared areas / staff rooms**

individual staff risk assessments are been made and action taken

staff are provided sanitising materials in each bubble

all staff are provided with visors for use when in contact with groups of parents/ carers

regular reminders of staff to staff contact procedures

<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. <p><i>Pupils are allocated seating spaces in all classes, facing forwards (except for EYFS). All desks and chairs are cleaned at the end of each day</i></p> <ul style="list-style-type: none"> Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. <p><i>Cleaners are provided with a map of all areas requiring cleaning. Cleaning staff are managed and have robust H&S procedures in place for decontamination daily. Extra cleaning of touch points and toilet areas takes place daily at lunchtime; also emptying of lidded bins. They are provided with appropriate strength COSHH compliant cleaning products. Cleaning staff do not use dry cloths to polish desks, or dry buffers for corridor floors</i></p> <ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, banisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. <p><i>Cleaning priority surfaces and areas to clean every day: these include surfaces, door handles, toilets, sinks, banisters, desks, shared items, toys, ipads etc. School staff are instructed to clean touch points and surfaces, shared toys/ equipment during and at the end of each day. Cleaning equipment (Dettol spray, anti viral wipes, cloths) is provided in all bubbles, hall and the dining areas</i></p>	<p>L</p>	<p>Regular meetings with cleaning staff and any adjustments made</p>	<p>weekly</p>	
---------------------------------------	--	--	----------	--	---------------	--

		<p><i>Site teams are also carrying out additional cleans in the toilets / sink surfaces / handles at break times to ensure the surfaces are ready for lunchtime.</i></p> <ul style="list-style-type: none"> • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. 				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Social Distancing</u></p> <p>2 metre distancing should be observed wherever possible</p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). <p><i>Reception will remain closed to all but essential visitors/ contractors/deliveries. All visitors receive clear instructions regarding hygiene and social distancing measures in school. Contractors directed to use staff toilet in reception area only. Hygiene station at front entrance. Lettings have been cancelled.</i></p> <p>Implementation of social distancing –</p> <ul style="list-style-type: none"> • Entering/Exiting school: <i>a one-way system “drop and go” system has been implemented along with staggered entry/exit times to maintain social distancing between bubbles and parent/carers</i> • Class sizes: <p><i>The school has been arranged into “bubbles” of 2 classes separated by a staff break area (no entry for pupils) with access restricted to specific toilets (staff and pupils) and separate playgrounds (a maximum of 30 children and 2 staff occupy each class, with the exception of Y1J and Y2 where there are extra staff to support SEND</i></p>	L	Regular reminders and presence by SLT	daily	

	<p><i>pupils) Nursery have extended space and staffing to accommodate their needs. Staff food preparation areas separate from break areas have been designated</i></p> <ul style="list-style-type: none">• Cohorts are kept together and where ever possible different groups are not mixed. <p><i>Staff movement is restricted to bubbles wherever possible</i></p> <p>The same teacher / staff members are assigned to each group and stay the same during the day</p> <ul style="list-style-type: none">• Desks are spaced as far apart as possible.• Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day.• Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering <p><i>Extra dining space has been allocated to allow for each bubble to have a separate dining time. Each bubble has their own separate play space. Pupils using the dining hall line up in the hall to reduce number of children in the corridor at any time.</i></p> <ul style="list-style-type: none">• Staff reminded daily of the importance of social distancing both in the workplace and outside of it. <p><i>Staff are reminded daily at the morning briefing of the H&S rules regarding hygiene and distancing. Staff do not to share desks or equipment and any shared equipment is sanitised after each use. All non-essential gatherings e.g. staff meetings are cancelled or take place remotely or in the hall where social distancing can take place. . Use of technology where possible</i></p> <p>Staff measures</p>				
--	--	--	--	--	--

		<ul style="list-style-type: none"> Redesigning processes / rooms to ensure social distancing in place. <i>(see staff areas above)</i> <p>Conference calls to be used instead of face to face meetings. <i>Meetings are limited and where possible ICT utilised</i></p> <ul style="list-style-type: none"> Social distancing also to be adhered to in staff rest areas <p><i>2 metre rule observed in staff areas. Staff have allocated break areas within each bubble; separate food preparation areas allocated, staff do not remain in these areas and sanitise after use</i></p> <ul style="list-style-type: none"> Management checks to ensure this is adhered to. <p>Parent controls</p> <ul style="list-style-type: none"> Parents discouraged from gathering at school gates and reminded regarding social distancing. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. School will cease hand shaking of children and visitors. Any display boards which promote or encourage touching due to a sensory element are temporarily taken down. Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <i>Teaching staff in each bubble are instructed to shut fire doors at the end of each day or when no one is occupying the bubble (eg during PE/ outdoor activities)</i> 				
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners	<p><u>Dealing with a suspected/ confirmed case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste or smell and are kept up-to-date 	L	Staff and pupil monitoring	daily	

	<p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. <p>2 isolation rooms are designated and PPE is provided in each room (primary: music room; secondary: interview room (Willows entrance))</p> <ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated <p><i>Cleaning staff are instructed by HT or DHT to perform a deep clean if these rooms are used</i></p> <ul style="list-style-type: none"> • If a member of staff becomes symptomatic regular remote contact will be maintained. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <p><i>Where staff/students have symptoms, the school is informed by email or telephone absence. Set procedures are in place for reporting absence safely. This information has been sent to staff and parents through the school information systems.</i></p>				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p>	<p><u>Controlling other users of building (visitors / contractors)</u></p> <p>Allocated times for collections/appointments/deliveries</p>	L			

	<p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>Signage is displayed in the school main entrance giving advice about the virus.</p> <p>Anyone showing symptoms will be asked to go home, this includes staff / students / visitors or parents.</p> <p>The school will contact users and inform them of usage expectations:</p> <ul style="list-style-type: none"> • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage 				
Fire/ other emergency	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers,</p>	<p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	L			

	<p>those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>Fire/ Lockdown/Evacuation</p> <p><i>Fire evacuation procedures are in place and reviewed regularly, practice fire drills are regularly undertaken</i></p> <p><i>Staff and students reminded about safe evacuation and maintaining social distancing, particularly at the assembly point</i></p> <p><i>Lockdown/ evacuation procedures are in place.</i></p> <p><i>Staff are aware of need to close classroom doors that are open for hygiene reasons if evacuating the building</i></p>				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in</p>	<p>First Aid</p> <p><i>PPE is available for all first aiders. (16.6.20 DFE clarified that PPE is not required to perform First Aid on a child/ adult who does not have symptoms of Covid 19; normal precautions (use of gloves, handwashing) should still be taken)</i></p> <p><i>Where possible, all direct contact should only be carried out while maintaining social distancing measures – a distance of at least 2 metres (6 feet). Where this is not possible, use measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of the virus.</i></p> <p><i>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a dynamic risk assessment and adopt appropriate precautions for infection control.</i></p>	L			

	contact with you in relation to your operations	<p><i>In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</i></p> <p><i>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</i></p> <p><i>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the <u>NHS website</u>.</i></p> <p><i>Use of defibrillator: this is situated in the Willows entrance-follow the instructions</i></p> <p><i>Updated First Aid guidance (HSE Aug 2020)</i></p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Preserve life: CPR</p>				
--	---	--	--	--	--	--

		<ul style="list-style-type: none">• Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms• Ask for help. If a portable defibrillator is available, ask for it• Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation• If available, use:<ul style="list-style-type: none">○ a fluid-repellent surgical mask○ disposable gloves○ eye protection○ apron or other suitable covering• Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths <p>Prevent worsening, promote recovery: all other injuries or illnesses</p> <ul style="list-style-type: none">• If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms• If giving first aid to someone, you should use the recommended equipment listed above if it is available• You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p>After delivering any first aid</p>				
--	--	---	--	--	--	--

		<ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly • Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Personal Protective Equipment (PPE)</u></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used” <p><i>Staff are provided with the correct PPE when social distancing is not possible. This will include specialised areas such as first aid and personal care/close contact work with students. Staff are also provide with visors for contact with groups of parents/carers</i></p> <p><i>Extra PPE will be available for staff if they require it due to personal anxiety or other reasons that staff may feel they need to wear PPE; this is in support of their wellbeing. NB: PPE provided is not of medical grade</i></p> <p><i>Where PPE is used it is NOT to be reused by anyone else. This includes any PPE used within curriculum lessons.</i></p> <p><i>Guidelines are given to staff for safe removal of PPE</i></p>	L	Regular checks that PPE is available Office staff	weekly	

Teacher / staff shortage	Pupils/other staff	<ul style="list-style-type: none"> • School monitors daily any staff absence. • 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. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>If there is any shortages of teachers, then Level 3 teaching assistants may be allocated to lead a group, working under the direction of a teacher.</p>	L			
Safeguarding lead not able to attend school, be available	All staff and pupils	<p>Several DSLs are trained in the role and can be either on site or available remotely</p> <p>Access to LA support is available</p> <p>Safeguarding training/update for all staff takes place before children return to school in September</p>	L			
Use of school transport/ public services	Students, staff, visitors	<p>Follow Government Guidance on the use of public transport. (Use of masks compulsory from 15 June 2020)</p> <p>All staff and students have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. Putting used tissues in the bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, trying to avoid close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean.</p> <p>Staff do not to transport pupils in their vehicles.</p>	L			
Educational off site visits	Students, staff, visitors	<p>Off-site visits for Autumn 1 (at least) are restricted to outdoor spaces in the local area. A robust risk assessment will take place if any local visits take place. This will be reviewed as more venues open and we can be sure that children and staff will be safe to visit.</p>	L			

		Swimming is cancelled until government advice for the opening of pools is received				
Staff member classed as a 'vulnerable person' with a specific illness (clinically vulnerable) Contracting Coronavirus and their illness worsening	Staff	<p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school."</p> <p>Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable."</p> <p><i>Procedures must be followed to protect all staff and pupils.</i></p> <p><i>Staff returning to work after shielding are reminded to take extra care to follow all procedures.</i></p> <p><i>Staff have completed an individual risk assessment; any staff in Amber category have been considered as higher risk and advice given regarding taking extra care to follow all procedures.</i></p>	L			
Pupil classed as a 'vulnerable person' with a specific illness Contracting Coronavirus and their illness worsening	Pupil	Individual risk assessments in place for any pupil with a specific illness/ vulnerability (none at present)	L			
Pregnant women in school Contracting Coronavirus	Pregnant woman	Pregnant staff have taken advice from medical professionals and are either working in school (<28 weeks) or from home (>28 weeks)	L			
Staff who may otherwise be at increased risk from	BAME staff	Staff who may otherwise be at increased risk from coronavirus are risk assessed and account is taken of any underlying health issues, (esp heart disease, hypertension, Type 2 diabetes), persons of	L			

coronavirus (COVID-19) (eg BAME staff)		Bangladeshi/ Pakistani origin; adverse living conditions (over-crowding etc) which may impact on risk				
Contracting Coronavirus		Staff are informed of the increased risk, to take extra care to follow all procedures and their health is monitored carefully				
Lack of testing of systems and facilities within the school and its grounds	All occupants	Statutory testing plan in place and is up to date Essential checks such as for fire and legionella have continued Prior to opening, the fire alarm call points, sounders and emergency lighting has been checked by the Site Manager. All toilets, taps (internal and external) and showers have been flushed for 5 minutes weekly	L	Regular testing by site team	As required	
Contracting Coronavirus						
Manual handling when having to move furniture, equipment and resources	Site Manager and other school staff	Trained employees move larger/heavier items Where possible maintain social distancing Trolleys and other manual aids used General information about safe manual handling provided to staff	L			
Upper limb disorders						
Back injury						
Strains						
Contracting/spreading Coronavirus	All occupants	Equipment, welfare facilities, play equipment Water fountains, dishwashers are not to be used Shared equipment (eg Fridges / microwaves): surfaces must be wiped after each user (wipes are provided) Signage displayed reminding staff to wash their hands before and after use.	L			

		<p>Staff must bring in and keep all their own items in their space. They must not share anything where possible with anyone. This includes bringing own cups, containers of food and keeping these with them.</p> <p>Shared areas have minimal use.</p> <p>School staff must use their own laptops, ipads, pens, pencils etc.</p> <p>Hot water point in staff room can be used but will require individuals to wash hands before and after use. (wipes will be provided)</p> <p>Fixed play equipment must not be used and is taped off and out of use. (New guidance 30.6.20 states that play equipment can be used under strict hygiene controls. As we cannot comply at present, fixed equipment will continue to be out of use)</p> <p>Each bubble has its own playground equipment which is sanitised regularly</p> <p>Soft furnishings and soft toys etc are removed from all classrooms. EYFS dressing up clothes are washed weekly or taken out of use for 48 hours</p> <p>Sports equipment is thoroughly cleaned between each use by different individual groups</p> <p>PE equipment is either sanitised thoroughly after use or removed from the hall for 48/72 hours out of use time.</p> <p>Only classroom resources that can be cleaned and sanitised should be used. If resources are used that cannot be cleaned and sanitised (eg fabrics) they must be taken out of use for at least 48 hours at the end of the session/day.</p> <p>Lessons where resources are passed around should be avoided.</p>				
--	--	--	--	--	--	--

		<p>Musical instruments may be used but must not be shared and must be sanitised after each use</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are not allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Pupils are provided with clear, wipeable bags to use for reading/ homework books. Books are sent home on Mondays, returned on Fridays and kept in school for 48 hours before re-use.</p>				
Impact on physical and mental health	Staff/ pupils	<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • There is regular communication of mental health information and has an open-door policy for those who need additional support. • Staff are aware of pupil's mental health; any child in need reported to pastoral team <p>Workplace well-being charter in place Crest H&S officer continues to support well-being with information for staff</p> <p>A member of staff trained in adult mental first aid is available (LV)</p>	L			

	Name	Position	Signature	Date	Review Date
Risk Assessor	E Thomson	DHT/ H&S		9.7.20	as required

				3.9.20	
Line Manager	K Charles	HT		9.7.20	as required
				3.9.20	

•