

COVID-19 Risk Assessment				
Trust:	Boleyn Trust		Academy: Tollgate Primary School	
Date of Assessment:	4/3/2021	Assessed By: (detail all involved)		James Byrne, Alex Saracino
Date Authorised:		Authorised By: (detail all involved)		
Date Communicated	4/3/2021	How Communicated?		Staff training, website
Planned Review Date:	1/04/2021	Date Reviewed:		Reviewed By: (detail all involved)
<p>Hazard: Contraction of Coronavirus COVID-19</p> <p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.</p> <p>Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</p> <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>				
<p>Who might be harmed:</p> <p>Employees, pupils, contractors or visitors and their family members.</p>		<p>How might people be harmed</p> <p>Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.</p> <p>Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications.</p>		
<p>Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.</p>				
Hazard	Likelihood	Severity	Assessed Risk	
Without controls	Very Likely (5)	Very High (5)	High (25)	

This risk assessment has been prepared with reference to existing legislation, COVID-19 protocols and sector specific UK Government Guidance 'Working Safely during COVID-19' together with the provision of background and supporting detail obtained through online or telephone discussions.

To fulfil your legal duties you must ensure that risk controls reflect what you are doing now, and further actions are allocated to named individuals, with a date for implementation and a date when signed off. The risk assessment must be implemented within the business and communicated to your employees and others (visitors or contractors) who may be affected. If you have more than 50 employees, UK Government Guidance Suggests publishing the document on your website. This COVID-19 risk assessment will need to be maintained and periodically reviewed in line with changes in your business activities as well as updates in UK Government Guidance.

With controls	Possible (3)	High (4)	Medium (12)	Likelihood of Occurrence				
				1	2	3	4	5
				Hazard Severity				
				Negligible	Slight	Moderate	High	Very High
				1	2	3	4	5
Very Unlikely (A freak combination of factors required for an incident to result)				1	Low	Low	Low	Low
Unlikely (A rare combination of factors required for an incident to result)				2	Low	Low	Low	Medium
Possible (Could happen when additional factors are present but otherwise unlikely to occur)				3	Low	Low	Medium	High
Likely (Not certain to happen but an additional factor may result in an incident)				4	Low	Medium	Medium	High
Very Likely (Almost inevitable that an incident would result)				5	Medium	Medium	High	High

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Prevention – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household that does, do not attend school.	<ul style="list-style-type: none"> Staff are encouraged to take are advised to take a lateral flow COVID-19 Self –Test kit twice a week at home to try to stop the spread of asymptomatic carriers of the virus. These tests will be provided by the school Pupils, staff and other adults will be told not to come into the school if they have COVID-19 symptoms or have tested positive in the previous 10 days. Anyone developing symptoms (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the school day will be sent home and advised to follow government “Stay at Home” guidance (self-isolate for at least 10 days and arrange a test for COVID-19, then follow Public Health England advice). Other members of their household will self-isolate for 14 days from when the symptomatic person first displayed symptoms. Anyone developing symptoms and awaiting collection will be moved to a room where they can be isolated behind a closed door if possible, with appropriate adult supervision if required. If this is not possible, they will be moved to an area at least two metres from other people. If possible, a window will be opened for ventilation. Anyone awaiting collection and needing to use toilet facilities will use a separate toilet if available. The room containing the toilet will be cleaned and disinfected before being used by anyone else. This will normally be the disabled toilet located next to adult ladies toilet on the ground floor. Staff caring for the person awaiting collection, where a distance of 2 metres cannot be maintained, will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron. In the event of an emergency or serious illness/injury, emergency services will be contacted using the 999 service. Persons displaying symptoms will be told not to visit a GP, pharmacy, urgent care centre or hospital. If the symptomatic person subsequently tests positive for COVID-19, any members of staff who had been in close contact with them will go home and self-isolate for 14 days. Following contact with someone who is unwell, all persons who had contact will wash their hands with soap and water for at least 20 seconds or will apply hand sanitiser. Staff will be tested in accordance of government guidelines <p>After the person displaying symptoms has left the site, the area in which they were present will be cleaned with bleach before being used again.</p>		08/03/21 On going	Slit to train and spread the information , procedure and monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Prevention – Clean hands thoroughly, more often than usual.	<ul style="list-style-type: none"> Pupils must wash/sanitise their hands regularly including when they arrive at school, after break times, when they change rooms and before/after eating. Additional hand washing and/or hand sanitiser stations will be provided to ensure that pupils and staff can wash their hands regularly. Staff will supervise hand sanitiser to reduce the risk of ingestion by pupils. Skin friendly cleaning wipes will be considered as a safer alternative if required. Staff will help small children and pupils with complex needs to clean their hands properly. Hand washing regimes will be built into the school’s daily regime. 		01/09/20 On going	<i>Slt to train and spread the information , procedure and monitor</i>	
Prevention – Ensure good respiratory hygiene by promoting the “catch it, kill it, bin it” approach.	<ul style="list-style-type: none"> Staff and pupils will be instructed in the “catch it, kill it, bin it” approach and informed that following this approach is expected. Sufficient tissues and bins will be provided. Additional support/explanation will be provided to younger children and those with complex needs. 		01/09/20 On going	<i>Slt to train and spread the information , procedure and monitor</i>	
Prevention – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> An enhanced cleaning schedule is in place. Dining Hall surfaces will be cleaned between groups. Shared areas will be cleaned more frequently. Frequently touched surfaces will be cleaned more often than usual. Toilets will be cleaned regularly. Pupils will be encouraged to wash their hands after using the toilet. 		01/09/20	Slt will organise with Juniper cleaning regime.	

<p>Spread of Covid-19 during pupil drop/pick up</p>	<p><u>Pupils in different year groups have staggered arrival and departure times.</u> <u>All adults must wear a mask on the school premises.</u> Parents with more than one child at the school will now have the option of dropping all children at the same time (at the time of the youngest child). Pupils must be picked up at the correct time at the end of the day. Older pupils who do not usually come to school with their siblings, or who travel independently, must continue to arrive at school at their normal time.</p> <p><u>Nursery</u> Pupils who attend the morning Nursery session will arrive at 8:30 am at the Nursery Gate and queue socially distanced outside the school gates. The morning session of Nursery will end at 11:30am. Nursery parents are not permitted on site, children will be accompanied by an adult to and from the school gate. The afternoon session of Nursery begins at 12:15pm and ends at 3:15pm. Same rules apply to afternoon session as to morning session. All children will have their hands sanitised at the gates before entering the school premises. Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building</p> <p><u>Reception</u> A member of staff will allow pupil to enter at nursery gate. Parents are not permitted to enter the school premises in the morning. Children will have their hands sanitised at gate. Reception children will be permitted to enter the premises through the Nursery gate at 8:40am. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Reception’s school day ends at 2:50pm. Parents will be permitted inside the school gates but must wear a mask. Reception parents will wait for their class to be called and follow the one way system in place. Parents will exit through the family centre gate after collection of their child. All children will have their hands sanitised at the gates before entering the school premises. Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.</p> <p><u>Year 1</u> A member of staff will allow pupil to enter at nursery gate. Parents are not permitted to enter the school site in the morning. Children will have their hands sanitised at gate. Year 1 children will be permitted to enter the premises through the Nursery gate at 8:35am. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Year 1’s school day ends at 2:55pm. Parents will be permitted inside the school gates but must wear a mask. Year 1 parents will wait for their class to be called and follow the one way system in place. Parents will exit through the family centre gate after collection of their child. All children will have their hands sanitised at the gates before entering the school premises. Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.</p>		<p>04/01/21 Ongoing</p>	<p>Teachers and Slt to monitor</p>	
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Year 2

A member of staff will allow pupil to enter the front playground at the middle gate (gate between the nursery gate and the main gate-this will be clearly signed). Parents will not be permitted to enter the school grounds in the morning. Children will have their hands sanitised at gate. Year 2 children will be permitted to enter the premises through the middle gate at **8:35am**. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Parents are not permitted on site in the morning.

Year 2's school day ends at **2:50pm**. Parents will be permitted inside the school gates through the main gate on the front playground but must wear a mask and must wait for their class to be called. Parents will collect their child in the playground and exit through the main reception gate, following the one way system in place. All children will have their hands sanitised at the gates before entering the school premises.

Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.

Year 3

A member of staff will allow pupil to enter the front playground at the middle gate (gate between the nursery gate and the main gate-this will be clearly signed). Parents will not be permitted to enter the school grounds in the morning. Children will have their hands sanitised at gate. Year 3 children will be permitted to enter the premises through the middle gate at **8:30am**. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Parents are not permitted on site in the morning.

Year 3's school day ends at **2:55pm**. Parents will be permitted inside the school gates through the main gate on the front playground but must wear a mask and must wait for their class to be called. Parents will collect their child in the playground and exit through the main reception gate, following the one way system in place. All children will have their hands sanitised at the gates before entering the school premises.

Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.

Year 3 children will enter the building through the middle room and exit through the SCITT room

Year 4

A member of staff will allow pupil to enter the front playground through the main gate in the front playground- this will be clearly signed. Parents will not be permitted to enter the school grounds in the morning. Children will have their hands sanitised at gate. Year 4 children will be permitted to enter the premises through the main gate at **8:40am**. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Parents are not permitted on site in the morning.

Year 4's school day ends at **3:00pm**. Parents will be permitted inside the school gates through the main gate on the front playground but must wear a mask and must wait for their class to be called. Parents will collect their child in the playground and exit through the main reception gate, following the one way system in place. All children will have their hands sanitised at the gates before entering the school premises.

Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.

Year 4 children will enter the building through the middle room and exit through the SCITT room

Year 5

A member of staff will allow pupil to enter the front playground through the main gate in the front playground- this will be clearly signed. Parents will not be permitted to enter the school grounds in the morning. Children will have their hands sanitised at gate. Year 5 children will be permitted to enter the premises through the main gate at **8:35am**. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Parents are not permitted on site in the morning.

Year 5's school day ends at **3:05pm**. Parents will be permitted inside the school gates through the main gate on the front playground but must wear a mask and must wait for their class to be called. Parents will collect their child in the playground and exit through the main reception gate, following the one way system in place. All children will have their hands sanitised at the gates before entering the school premises. Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.

Year 5 children will enter the building through the middle room and exit through the door underneath the bridge.

Year 6

A member of staff will allow pupil to enter the front playground through the main gate in the front playground- this will be clearly signed. Parents will not be permitted to enter the school grounds in the morning. Children will have their hands sanitised at gate. Year 6 children will be permitted to enter the premises through the main gate at **8:30am**. If queueing outside they must abide by the social distancing rules and wait for their class to be called. Parents are not permitted on site in the morning.

Year 6's school day ends at **3:10pm**. Parents will be permitted inside the school gates through the main gate on the front playground but must wear a mask and must wait for their class to be called. Parents will collect their child in the playground and exit through the main reception gate, following the one way system in place. All children will have their hands sanitised at the gates before entering the school premises. Children will also wash their hands for 20 seconds with soap and warm water or have their hands sanitised before exiting the school building.

Year 6 children will enter the building through the middle room and exit through the door underneath the bridge.

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
	This will allow time for staggered departure times for other year groups. Please do not be late. Pupils must wear school uniform.				
Spread of Covid-19 during pupil drop/pick up Further guidance	<ul style="list-style-type: none"> Pupils' arrival has been staggered to ensure reduced contact with other year groups. Paths and walkways have been marked to encourage social distancing. Only one parent may accompany their child into school (siblings, if in attendance, must be kept close to their parent). Parents must not congregate outside of the school gates, or anywhere on the school premises. Staff will supervise entrances and exits, as well as supporting parents in following the correct routes. Pupils wearing face masks and/or other PPE must remove them and leave them with parents. Pupils will enter the school at their external classroom doors or middle room door (KS2). All pupils will wash/sanitise their hands on entry to their classroom 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 during pupil drop/pick up Late arrivals	<p>If pupils arrive in the school late, the parent should:</p> <ul style="list-style-type: none"> Ring the main entrance gate Wait at the gate for a member of staff who will collect the pupil. <p>Staff should:</p> <ul style="list-style-type: none"> Staff will provide hand sanitiser to the pupil and supervise their hand washing; Escort the pupil to his/her classroom following social distancing 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 during pupil drop/pick up Late pick up	<ul style="list-style-type: none"> Pupils must wait in Downstairs classroom opposite bottom hall with a member of SLT or learning mentor. Parents must wait at the main entrance gate and ring the main door entrance. A member of staff will allow pupils to leave, opening the gate. Pupils will clean their hands before leaving. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 on staircases	<ul style="list-style-type: none"> Children to wash hands upon arrival to class. Mid-day cleaner to clean handrails frequently Only one class permitted in stair case at a time. Children must have two steps between them on stair case. Windows on staircases to be open and well ventilated. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 in classrooms	<ul style="list-style-type: none"> Furniture is organised to allow for pupils to face the front of the classroom, rather than in traditional table groups. Clear signage regarding personal welfare for pupils in class is visible for pupils to follow. Hand washing procedures are followed on entering or leaving the classroom – all classrooms have either hand washing facilities or supplies of hand sanitiser for this purpose. Classroom external doors are used when going to the playground and outdoor learning environments. Year one to use their outdoor doors to go playground. Pupils are encouraged not to share resources. <p>The same staff, as far as possible, are assigned to each class/year group.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of Covid-19 in corridors	<ul style="list-style-type: none"> Pupils will enter and exit their classrooms through the external classroom doors where possible Children will be told to get their coats one table at a time and line up outside classroom or go straight to playground if possible. Any movement in corridors must be at 2m social distance – floor and other signage have been installed in order to encourage this. One way system in place around school site. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 in outdoor areas and playgrounds	<ul style="list-style-type: none"> Nursery pupils will use their outdoor space. All children to play in their own classes. Equipment will be separated and washed down after use if necessary. KS1 will have lunch at the same time and each class will have a designated playing area. KS2 will have lunch at the same time and each class will have a designated playing area. 		04/01/21 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 when pupils eat lunch	<ul style="list-style-type: none"> Children to eat with their class only Tables must be wiped down immediately after use by members on duty Midday Supervisors will be allocated to Year Groups to supervise eating and outside play. Signage is used to for social distancing when lining up Cutlery to be handed to children by kitchen staff. This replaces children choosing their own at tables. Children to sanitise hands upon entry and exit to dining areas. 		04/01/21 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 when staff arrive on the premises	<p>On arrival staff should:</p> <ul style="list-style-type: none"> Remove any PPE used during their journey and dispose or put away (after washing it if possible). Sign in using the InVentry system (which will be cleaned regularly) Wash/sanitise their hands in Main Reception. Avoid any congregation in the staffroom, corridors or spaces which do not allow for sufficient social distancing. <p>Attend their classroom ready to receive pupils/ attend their office workspace respecting the maximum capacity for each area – stipulated by the room’s signage (and included in these guidelines).</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – use of the staffroom	<p>The staffroom will be open for staff to use – although it will now have a maximum occupancy of 15people (10 in the staffroom, 5 in the outside area), socially distancing/queueing to make drinks or heat food. If the staffroom has reached capacity staff should eat their lunch outside or in the ITT room or classroom.</p> <ul style="list-style-type: none"> Staff are encouraged to bring their own travel cup and be responsible for washing and storing it. The school will endeavour to provide disposable sachets of tea, coffee, and sugar. Staff are encouraged to bring in their own cutlery and crockery to use. Staff may have lunches provided by the school.(Please note no change can be provided for school dinners so staff should either bring the exact amount or have the amount of dinners that the note equates to, e.g two dinners equates to five pound). 		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of Covid-19 – staff toilets	<ul style="list-style-type: none"> • Staff must use the nearest toilets using social distancing all times. • Staff must clean their hands before and after entering the toilets. • Pupils and staff will be told to thoroughly wash hands for at least 20 seconds after using the toilet. • Disabled toilets can be used by following the above rules. Cleaning staff will regularly clean the toilets during the day. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – levels of room occupancy	<p>Guidelines for room occupancy are in order to allow for social distancing. As far as possible, rooms should be ventilated by opening windows, and in some cases, windows and doors. All rooms will be equipped with hand sanitiser and surface cleaning facilities. Staff have a responsibility to themselves and others to socially distance at all times. Maximum occupancy for the building is 15% of per cent of normal whole school student capacity in attendance on any given day.</p> <ul style="list-style-type: none"> • Main Office – 3 persons (in addition, the door should remain closed in front of the main desk leading into the office. • Head Teacher’s Office – 3 persons • Conference room – 6 persons • Soft-Playroom – should be rubbed down after each use. Soft furnishing (balls etc) removed. 1 adult at a time in soft play room. Maximum 3 children. • Staffroom – 15people (10 in the staffroom, 5 in the outside area). • The Parents Room – this room is now designated solely for pupils who begin to display symptoms during the school day. Only staff wearing PPE will be allowed in the room with a pupil displaying symptoms. Pupils will attend the room until a family member is able to take them home. • PPA Room – 4 persons • Inclusion Office – 6 persons • SCITT Office – 2 persons • Office upstairs- 2 persons • Boleyn trust office – 3 persons • Classrooms- 10 pupils 		25/1/21 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – classrooms and staff for pupil groups	<p>Staff will work with the classes/ age group bubbles. Staff will work with small groups of SEN pupils, adhering as closely as possible to social distancing rules.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – SEN pupils	<p>SEN pupils will be based in various learning zones when they are not attending their own class or undertaking local educational visits.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of Covid-19 – qualified first aiders	<p>Qualified first aiders and paediatric first aiders will be present at all times at an appropriate ratio for the pupils and staff on-site. Personal protective equipment (PPE) including apron, gloves, visor/goggles (if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomit) and masks are available for staff to use whilst treating staff and pupils. PPE can be found in the first aid room in the school building – and stocks of extra equipment are currently stored in the Main Office and the Inclusion Room.</p> <p>First aiders have completed appropriate training for ‘donning and doffing’ PPE advice https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – if a pupil exhibits symptoms	Pupils who begin to develop symptoms of the virus during the school day will be isolated in the Parents Room until either, additional medical assistance can be gained (should this be required), or until the pupils’ parent can attend school to take the child home. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor/goggles. Parents will be encouraged to book a corona virus test through the government’s website – and should self-isolate until the result is known.		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – if a member of staff exhibits symptoms	Members of staff who begin to develop symptoms of the virus during the school day will be asked to go home. They will be encouraged to book a corona virus test through the government’s website – or they should self-isolate. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor/goggles.		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – additional cleaning throughout the day	As has been the case before, a cleaner will be on-site throughout the school day. Particular areas of the school will be timetable for additional cleaning – for example, the Nursery classrooms between the morning and afternoon sessions. Particular focus will be placed on cleaning door handles and push plates. Toilets and the staff room will also be areas which will be cleaned.		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of Covid-19 – waste control measures	<p>Waste control measure from possible cases of Covid-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. <p>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – visitors, to the school	<p>Parents will be encouraged to communicate with the school primarily by telephone or email. Any <i>essential</i> items that need to be dropped off for pupils during the school day must be left at the Main Reception. Signage will encourage social distancing and there will be a plastic screen between the receptionist and parent.</p> <p>Teachers should avoid face to face meetings with visitors; these should be conducted, where possible over the phone or through video conferencing. Where this is not possible, meetings must be authorised by the Head Teacher and be undertaken in an appropriate environment in order to maintain social distancing.</p> <p>Maintaining pairing where two-person lifting is required. Cash payments are allowed but no change can be given.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – contractors and contractors' deliveries	<p>Contractors working on the school premises – e.g. <i>Caterlink, Juniper</i> etc. must follow the school's social distancing measures and have their own risk assessments in place to cover their work. The Head Teacher will authorise emergency repairs with the Estate Manager. Social distancing must be followed by contractors at all times. Contractors may wear PPE whilst working.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – information and induction	<p>The school will provide parents with information to assist them in returning safely to school via text messages and documents attached to the school website homepage. Senior staff will be present at the beginning and end of the school day to support parents.</p> <p>Staff will receive guidance and risk assessments in document form; they will also be encouraged to attend socially distanced meetings in advance of pupils returning to school in order to discuss measures and procedures and become familiar with the changes to the school environment.</p> <p>Hand washing guidance and posters will be provided across the school (staffroom, entrance, classrooms, hall, first aid room, offices). Hand washing guidance will be sent to all staff and parents. Risk assessment and guidance will be published on the school website.</p> <p>Signage and markings will be visible in and around the school.</p>		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of Covid-19 – mental health and well-being	Staff will be provided with up to date information, guidance and support in relation to maintaining the well-being of themselves and the pupils. https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 – Site Supervisor checklist	The Site Supervisor will continue to undertake all site checks in order to comply fully with health and safety procedures.		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid-19 during cleaning duties - staff and contractors	Cleaning staff and contractor should: <ul style="list-style-type: none"> Follow their own company's guidance follow the COSHH risk assessments; avoid contact with other staff, pupils and contractors during duties; dispose of PPE following safe disposal measure as below.		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of Covid during Site Supervisor duties	Site supervisor should avoid contact with members of staff and pupils. A different timetable should be put in place by the school (e.g. early morning, late afternoon). Site Supervisors should supervise contractors all times using PPE. A daily checklist is provided.		01/09/20 Ongoing	Teachers and Slt to monitor	
Facilities/Administrative Staff Shortage	Organise cover arrangements. Classroom Assistants may provide temporary cover for reception/administration. Encourage parents to only contact school in the event of an emergency. Reassign support staff to core health & safety functions within the school.		01/09/20 Ongoing	Teachers and Slt to monitor	
School kitchen closure resulting in no school meals provision	The ability for school meals provider to deliver meals from another kitchen to be investigated. Head Teacher to liaise with school Caterer. Text alert sent to parents to provide packed lunch. In the case of pupils in receipt of free school meals, school makes alternative arrangements to out-source meals provision.		02/09/20 Ongoing	Teachers and Slt to monitor	
Staff and pupils exposed to Covid-19 during Educational Visits.	<ul style="list-style-type: none"> Overseas educational visits are not allowed Overnight educational visits are not allowed Non-overnight domestic educational visit, school should undertake full and thorough risk assessment in relation to all educational visits to ensure they are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures, such as keeping children within their consistent group and any coronavirus secure measures on transport and at the destination. 		01/12/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements; Safe exit via the nearest final exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; Use of the school has been reduced to enable safe sweeping and evacuation; Fire testing has been carried out regularly during the lockdown period. Site supervisor will continue to do weekly testing. A list of Fire Marshalls must be shared with staff. A fire drill must be carried out as soon as possible. New PEP (Personal Evacuation Plan) must be carried out for any pupils and staff in need support. 		01/09/20 Ongoing	Teachers and Slt to monitor	
Legionella	<p>Sample test were carried out by an external contractor. Tanks have been chlorinated and cleaned.</p> <ul style="list-style-type: none"> • Site supervisor to check water temperature and weekly flushing. 		01/09/20 Ongoing	Teachers and Slt to monitor	
Prevention – Where necessary, wear appropriate personal protective equipment.	<ul style="list-style-type: none"> • We recommend the use of Face coverings by staff when in corridors and in communal areas where it is difficult to maintain social distancing. • Staff, visitors and contractors should provide their own face coverings. • Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained. • Personal protective equipment should be provided in accordance with intimate care needs. • Personal protective equipment type/needs should be assessed and provided. • Instruction and training in the fitting, use and removal of personal protective equipment should be provided. 		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Response – Manage confirmed cases of COVID-19 amongst the school community	<ul style="list-style-type: none"> Public Health England will be contacted immediately, and all advice followed, will a member of the school community test positive for COVID-19. DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Details of anyone with whom the infected person has been in close contact with will be provided to Public Health England on request. (Note: "Close contact" is defined as face to face contact within one metre, 15 minutes or more contact within two metres or travelling in a small vehicle, such as a car, with an infected person) A record of pupils and staff in each group/bubble will be maintained, along with a note of any close contact that takes place between members of different groups. Staff and pupils that have been in close contact with an infected person will be told to stay at home and self-isolate in accordance with government guidance for 14 days, and to arrange a test if they develop symptoms of COVID-19. On receiving a positive test result for COVID-19, the person that is self-isolating will be told to inform the school immediately, self-isolate for at least 10 days and follow Public Health England advice from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Response – Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> Guidance from Public Health England will be sought immediately will there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause. Self-isolation and partial/full closure advice given by Public Health England will be followed. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Transport - Use of public transport	<ul style="list-style-type: none"> Staff and pupils using public transport will be advised to follow the operator's guidance and rules. Staff and pupils will be encouraged to walk or cycle to school. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Attendance – Pupils who are shielding or self-isolating	<ul style="list-style-type: none"> Pupils that are shielding or self-isolating as a result of Public Health England advice will be identified and arrangements will be made to support them with home study where appropriate. Following the return to school, persons that are advised/required to shield by Public Health England or in line with NHS Test & Trace will be supported with home-working/home-schooling as appropriate. Where pupils are under the supervision of a health professional, their return to school will be discussed with the health professional and an individual risk assessment will be carried out before they return to school. 		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Attendance – Pupils and families who are anxious about the return to school	<ul style="list-style-type: none"> • Clear and consistent expectations around school attendance will be communicated to families (and relevant health professionals) ahead of the return to school. • Pupils who appear reluctant or anxious about returning to school, or who appear disengaged, will be identified and plans will be developed to re-engage with them. • Additional resources will be put in place for those families who may need additional support to secure regular attendance. • Where a pupil has support from a Social Worker, they will be notified in the event of non-attendance. • Staff will monitor pupils’ wellbeing following their return and raise any concerns. • Government guidance on the extra mental health support for pupils and teachers will be consulted and followed. 		03/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Staff who are Clinically Vulnerable or Clinically Extremely Vulnerable	<ul style="list-style-type: none"> • CEV staff should not attend work. • Clinically Vulnerable staff will be deployed in a position where it is possible to maintain social distancing following a risk assessment. • Staff who have received the shielding letter we advise not to attend school. • Staff who live with someone who is clinically extremely vulnerable, clinically vulnerable can attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings • Schools will assess individual cases and introduce further measures where needed. 		08/3/21 Ongoing	Teachers and SLT to monitor	
Pupils- Clinically vulnerable or Clinically extremely vulnerable	<ul style="list-style-type: none"> • Clinically extremely vulnerable pupils will not attend school. • Pupils who have received the shielding letter we advise not to attend school. • Clinically vulnerable pupils will attend school. • Children who live with someone who is clinically extremely vulnerable, clinically vulnerable can attend education. • Individual risk assessment will be put in place 		08/3/21 Ongoing	Teachers and Slt to monitor	
School Workforce – Supporting staff	<ul style="list-style-type: none"> • All measures that are being put in place will be explained to staff. • Staff will be involved in the development and implementation of control measures. • Government guidance on the extra mental health support for pupils and teachers will be consulted and followed. • Supervisors will monitor their staff and raise any concerns. • Staff will be encouraged to raise any concerns with their supervisor. • Staff will be advised to contact the confidential wellbeing hot line will they have any concerns, and to report these to a supervisor where appropriate. • Staff will be given contact details for the Education Support Partnership. • Supervisors will maintain regular contact with any staff that are working from home. 		01/12/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Supporting staff	<ul style="list-style-type: none"> • All measures that are being put in place will be explained to staff. • Staff will be involved in the development and implementation of control measures. • Government guidance on the extra mental health support for pupils and teachers will be consulted and followed. • Supervisors will monitor their staff and raise any concerns. • Staff will be encouraged to raise any concerns with their supervisor. • Staff will be advised to contact the confidential wellbeing hot line will they have any concerns, and to report these to a supervisor where appropriate. • Staff will be given contact details for the Education Support Partnership. • Supervisors will maintain regular contact with any staff that are working from home. 		01/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
School Workforce – Staff deployment	<ul style="list-style-type: none"> Supervisors will discuss and agree any changes to staff roles with those individuals. Care will be taken to avoid unnecessary or unmanageable increases in workload. Where there are concerns about staffing capacity, this will be discussed with the trust. 		01/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Deploying support staff and accommodating visiting specialists.	<ul style="list-style-type: none"> It will be ensured that any redeployed support staff have the skills, expertise and experience to carry out the work. Required staffing ratios will be maintained. It will be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity. 		01/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Recruitment	<ul style="list-style-type: none"> Department for Education advice for recruiters and for interviewees will be obtained and distributed to those concerned. Legal requirements regarding pre-appointment checks will continue to be adhered to 		01/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Supply teachers and other temporary or peripatetic teachers.	<ul style="list-style-type: none"> Supply and support/peripatetic teachers will be told that they are to follow all school rules, in particular with regards distancing and hygiene. The use of longer term contracts will be considered to reduce the number of different supply teachers attending site. 		01/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Expectation and deployment of Initial Teacher Training trainees.	Deployment of ITT trainees will take account of their skills and capacity to ensure that this meets the needs of the school and the trainee.		01/09/20 Ongoing	Teachers and Slt to monitor	
School Workforce – Staff taking leave	<ul style="list-style-type: none"> School leaders will discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements. Where a member of staff is required to quarantine during term time, home-working will be enabled where possible. 		01/09/20 Ongoing	Teachers and Slt to monitor	
Safeguarding	<ul style="list-style-type: none"> The Child Protection Policy will be reviewed to reflect the return of more pupils. Statutory safeguarding guidance will be referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers). Additional time will be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. Communication with School Nurses will be continued where appropriate. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Catering	Catering operations/school kitchen will operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19). Voucher will be given to pupils not attending school during tier4 restriction in London. Critical and vulnerable pupils will have lunch in the school.		04/01/21 Ongoing	Teachers and Slt to monitor	
Estates	Any adaptations identified as necessary (e.g. additional wash basins) will be put in place before the return to school.		01/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Curriculum – Expectations	<ul style="list-style-type: none"> The full, normal curriculum will be taught wherever possible. Where this is not possible, any gaps will be identified and addressed by Summer Term 2021. Where subjects cannot be safely delivered, they will be suspended. (Primary Schools) Relationships & Health Education will be introduced to the curriculum by Summer Term 2021. (Nursery) Teachers will be told to focus on the prime areas of learning including communication and language, PSED and physical development. (Reception) Teachers will be told to focus on the prime areas of learning including communication and language, PSED and physical development and to assess gaps in language, early reading and mathematics. (Nursery/Reception) Pupils will be given equal opportunities for outdoor learning. (Key Stage 1 & 2) Teaching will prioritise identifying gaps and re-establishing good practice in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) in addition to a broad curriculum. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Curriculum – Music	<ul style="list-style-type: none"> Measures will be put in place to reduce the risk of transmission of COVID-19 whilst singing or whilst using musical instruments. Pupils will be distanced whilst performing. Performances are not allowed. All singing will be done in top hall with social distancing measures in place and windows open to ensure appropriate ventilation Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible Sharing of musical instruments will be avoided. Good ventilation will be provided. Singing, wind and brass instrument playing will not take place in larger groups 		04/01/21 Ongoing	Teachers and Slt to monitor	
Curriculum – Physical activity in schools	<ul style="list-style-type: none"> Pupils will be kept in consistent groups. Sports equipment will be thoroughly cleaned between being used by different groups. Contact sports will be avoided. Sport will be carried out outdoors rather than indoors wherever possible. <p>All relevant guidance will be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grassroot sport, AfPE guidance on COVID-19 and Youth Sport Trust guidance on COVID-19.</p>		04/01/21 Ongoing	Teachers and Slt to monitor	
Pupil Wellbeing & Support.	<ul style="list-style-type: none"> Provision of pastoral and extra-curricular activities will be designed to support the rebuilding of friendships and social engagement; address and equip pupils to respond to issues linked to COVID-19; and support pupils with approaches to improving their physical and mental wellbeing. Additional pastoral support will be provided where issues are identified that pupils may need help with. The use of School Nursing Services will be considered to support the health and wellbeing of pupils. 		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Behaviour Expectations	<ul style="list-style-type: none"> Behaviour policies will be reviewed and updated with any new rules. The consequences of poor behaviour and deliberately breaking the rules, and how those consequences will be enforced, will be communicated. It will be ensured that behavioural expectations are clearly understood. Permanent exclusion will only be considered as a last resort. Where a child with a Social Worker is at risk of exclusion, the Social Worker will be informed and involved in relevant conversations. Sanction room will be in a room not currently being used as a classroom to avoid cross contamination of pods. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Government guidance is not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19.	<ul style="list-style-type: none"> A designated responsible person will subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon. Daily Government statements will be monitored by a designated responsible person and details will be provided to school leaders to act upon. Staff will be advised of any relevant information prior to returning to the school. Staff will be informed of any relevant new information as soon as possible. Pupils, parents, carers, etc. will be informed of any relevant information prior to pupils returning to school. Pupils, parents, carers, etc. will be informed of any relevant new information as soon as possible. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed.	<ul style="list-style-type: none"> Staff and pupils will be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance. Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (e.g. on arrival, before and after breaks and before leaving school). Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the "Catch it, bin it, kill it" procedure. Signage to this effect to be provided. This risk assessment will be provided to staff, who will sign to acknowledge they have read and understood it. This risk assessment will be published on the school website and parents/carers will be advised how they can access it. Alcohol based hand sanitiser gel points will be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. All persons will be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect will be provided. Tissues will be provided for personal use in all rooms. Staff and pupils will be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. Appropriate disciplinary action will be taken against persons who do not follow the required practices and procedures. 		02/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators.	<ul style="list-style-type: none"> • Daily, weekly, termly and scheduled maintenance will be continued in accordance with existing arrangements and schedules. • The continuation of maintenance and testing will be ensured for key items and systems including: <ul style="list-style-type: none"> - Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. - Gas and heating systems including supplies to kitchens, laboratories and classrooms. - Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. - Kitchen/catering equipment. - Security systems including the intruder alarm, access control system and CCTV. - Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems). • Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, will be continued. • It will be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing. 		01/09/20 Ongoing	Site Supervisor and head teacher to supervise	
Transmission of COVID-19 by ventilation systems	<ul style="list-style-type: none"> • Windows will be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security and fire regulation). 		01/09/20 Ongoing	Site Supervisor and head teacher to supervise	
Spread of COVID-19 coat lobbies	<ul style="list-style-type: none"> • Corridors will be monitored to ensure overcrowding does not occur. • Pupils will hang their coats on the same peg every day. • The pegs will be thoroughly cleaned at the end of each day. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Spread of COVID-19 in toilets	<ul style="list-style-type: none"> • Only one person will use a toilet facility at a time. • Hand sanitiser gel will be used before accessing toilet facilities. • Paper hand towels, with bins for disposal of used towels, will be provided to replace hand dryers 		01/09/20 Ongoing	Teachers and Slt to monitor	
Spread of COVID-19 on circulation routes	<ul style="list-style-type: none"> • Use of the corridors by large groups of people will be avoided where possible (e.g. by following an external route). • Class break/lunch times will be staggered if possible to prevent two groups from needing to use the same corridor at the same time. • Doors will be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm will be considered. • Corridors will be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails etc.. • Additional cleaning will be arranged and carried out at appropriate intervals during the day (e.g. after break times). 		01/09/20 Ongoing	Teachers and Slt to monitor	

Context	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to	Date Complete
Spread of COVID-19 in offices	<ul style="list-style-type: none"> Workstations will be separated by at least two metres. Where this is not possible, they will be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working. Alcohol based hand sanitiser gel will be used by staff before entering the office and upon leaving to attend another area. The office will be thoroughly cleaned at the end of the working day. 		01/09/20 Ongoing	Teachers and Slt to monitor	
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school.	<ul style="list-style-type: none"> Face to face meetings will be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. Persons attending/visiting the premises will be told not to attend if they or anyone they live with have symptoms of COVID-19. Alcohol based hand sanitiser gel will be used before entering the school. This will be provided at all points of entry. Handshakes will be avoided when greeting visitors. Meeting attendees will remain at least 2 metres apart from each other. Shared use of items (e.g. paperwork) will be avoided where possible. Alcohol based hand sanitiser gel will be provided for use before/after items are passed between persons. The room will be thoroughly cleaned when the meeting has concluded and before being used again. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines.	<ul style="list-style-type: none"> Any staff attending to the affected person will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron (ideally Type 4 coveralls), and will wash their hands thoroughly for 20 seconds after removing the personal protective equipment. Alcohol based hand sanitiser gel will be used before and after completing the accident book. Use of shared pens will be avoided. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises.	<ul style="list-style-type: none"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) will be established and adhered to at all times. If staffing levels are inadequate, the class, activity or facility will be ceased until adequate staffing levels can be re-established. 		02/09/20 Ongoing	Teachers and Slt to monitor	
Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19.	<ul style="list-style-type: none"> Sufficient stock of personal protective equipment will be sourced and stored for use. Staff will be provided with training in the use and disposal of personal protective equipment. It will be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. Cleaning frequencies will be enhanced across the school, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). 		01/09/20 Ongoing	Teachers and Slt to monitor	