

Educational Setting	Willbarston CEVC Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Andrea Green 14.7.20
Review Dates	14.8.20 4.9.20, 17.9.20, 15.10.20 2.11.20 8.12.20 3.1.21 21.1.21
Review Date	26.2.21. 5.3.21 following consultation with all staff

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<p>Staff</p> <p>Children</p> <p>Visiting professionals eg Pacesetters</p> <p>Reception parents on site</p> <p>Contractors on site for H&S or premises</p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Staff and children clean hands thoroughly more often than usual and on arrival (before/after lunch and breaks) For bus children – sanitiser on the bus to be used on entry each time 	<ul style="list-style-type: none"> Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this? Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? Are there sufficient stocks of tissues and disposal bins available for all classrooms? Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? Are their sufficient stocks available in the locations it is likely to be needed? For interventions in a room where different bubbles might be present during the day – anti-bac of all used 	<p>Peri room nearest playground and signed will be used by pupil and staff to wait with child in this room – 2m away with PPE and window open (In Robins sheltered area to be used.)</p> <p>EMB/MJ to oversee towels/soap/PPE /tissues and first aid resources and ensure enough.</p> <p>Staff to communicate to MJ by Friday lunchtimes any necessary top ups.</p> <p>EMB/MJ</p> <p>Staff to teach handwashing then supervise and check hands washed</p> <ul style="list-style-type: none"> Front door handle to be antibaced after visitors come in (office staff/AG)- Nov 2020 External anti bac station to be explored – Jan 2021– 	<p>Signs to be completed Sept 3rd</p> <p>17.7.20</p> <p>17.7.20</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in every class and on arrival in school in September for all age ranges in all classes introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible – staff to remain 2m apart from each other and from the children in year groups where that is possible <ul style="list-style-type: none"> Parents to socially distance and wear masks at drop off and collection where necessary, wear appropriate personal 	<ul style="list-style-type: none"> surfaces, high touch areas e.g chairs and doors then a 30 minute gap to dry. (Library identified for this 30 min gap for airing after cleaning – doors to be open) 	<p>Posters in class (EMB)and taught by all staff</p> <p>All staff to take part in mid day cleaning and emptying of bins – teachers and TAs classrooms, AG and office staff staff toilets and staffroom</p> <p>Staff briefing (for most staff 1st and 2nd Sept) to remind staff on this.</p> <p>Posters up and reminders regularly (Nov 2020)</p> <p>Staff to check PPE weekly for any new orders</p> <p>Staff to wear masks/visors and PPE in any situation in school including in classrooms</p>	<p>By 1.9.20</p> <p>Ongoing teaching</p> <p>Ongoing</p> <p>AG early September</p> <p>Staff to let MJ know by Fri midday</p>	
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		protective equipment (PPE) in particular when dealing with first aid, waiting with a child with suspected COVID and symptoms or performing intimate care				
Response to any infection		<ul style="list-style-type: none"> engage with the NHS Test and Trace process Contact DFE helpline 0800 046 8687 (17.9.20) manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> Do members of staff know what is required of them? <p>Copies of the flow chart in the main office, staffroom and emailed out to staff</p>	<p>AG briefing with staff on what to do</p> <p>AG to share with KF/LS/ office staff</p>	3.9.20	By 3.9.20 and ongoing
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<p>Separate plan to be agreed at MAT level by end Sept</p> <p>(Appendix A)</p>	AG send to AD	In place by 30.9.20	
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible <p>Staggering of arrival and departure times</p>	<p>See separate plan for each bubble (Appendix B)</p> <p>Staff to use hall for break out staff room area until half term then follow timetable strictly. Only 3 in main section of staffroom</p>	AG	14.7.20	

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		<ul style="list-style-type: none"> The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Robins class to use the hall for lunch and indoor P.E. No other group to use the hall at any time for any purpose 	<p>and one in kitchen area (2m can be achieved in this way – measured)</p> <p>Staff agreed to anti-bac all used appliances e.g. fridge before and after use</p> <p>Training day briefing and regular reminders to staff re staff to staff contact and distancing</p> <p>Staff to ensure no group or class use the hall except under circumstances agreed with AG/KF.</p>	<p>All staff</p> <p>All staff</p> <p>AG</p> <p>All staff</p>	<p>3.9.20 and ongoing</p> <p>1st Sept ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean as soon as possible. Lunchtime cleaning – teachers and TAs classes and toilets. AG and office staff to do staff toilets and staffroom MJ/EMB to do this on Thurs and if absent. MJ to clean office and leave at least half an hour before EMB arrives (Nov update) Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	<p>AG/MJ to sort in this event</p> <p>Cleaners to clean IT suite keyboards/towers and montiors after each day's use</p> <p>All staff</p> <p>MJ/EMB</p> <p>MJ to double check this with EMB support</p>	<p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> • No large, fixed outdoor play equipment should be used during this time. • Staff to have a box of play resources for each class and clean daily • Gate of Cage to be cleaned(Pacesetters and between groups) Nov 2020 	<p>Staff to tell children and monitor this</p> <p>Staff to clean any toy/resources that are used each day</p>	<p>Ongoing</p> <p>Ongoing</p>	
	<ul style="list-style-type: none"> • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, 	<ul style="list-style-type: none"> • Staff to clean at lunchtime TAs/Teachers classrooms and pupil toilets ED to clean FL toilets for handwashing times AG/office staff to clean staff toilets and staffroom • Staff to use anti-bac wipes in all toilets and staff kitchen. Staff must replace a pack if they use the last one. These are in the office. Paper towels in the disabled toilet. 	<p>All staff</p> <p>All staff and visitors to be advised on arrival</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> ○ Telephone equipment, keyboards, photocopiers and other office equipment, classroom desks and chairs. 				
Lunchtime Catering facilities		<ul style="list-style-type: none"> • Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food – food in boxes taken to children in hall/library/ classroom ○ Queuing – no queuing ○ Different lunch periods- staggered lunches • Children should be able to have drinks bottles refilled if necessary by staff 	<p>See separate plan (App B)</p> <p>Robins in hall, Flamingos in library, others in class (Nov 2020)</p> <p>Bubbles kept to at all times</p> <p>Staff to fill bottles where needed</p> <p>MJ to liaise with ABM</p>	<p>AG</p> <p>All staff</p> <p>Office staff/AG</p> <p>Staff</p> <p>MJ</p> <p>PL/office staff</p> <p>In this case discussion needed about delivery or collection.</p>	<p>14.7.20</p> <p>Ongoing fil Oct 31st</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>if required</p>	

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		<ul style="list-style-type: none"> FSM pupils should have food parcels if isolating 				
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>Reminder to staff by AG</p> <p>Drill in first 2 full weeks</p>	<p>AG reviewed and discussed at briefing</p> <p>IG to document a check of fire exits etc each day</p> <p>Briefing</p> <p>AG</p>	<p>3.9.20</p> <p>Ongoing</p> <p>By 3.9.20</p> <p>By 18.9.20</p>	
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Doors propped open Increased cleaning of handles and touch plates where shut. 	<ul style="list-style-type: none"> See separate bubble plan. (App B) Provide relevant guidance to parents on drop off and pick up arrangements. 	<p>AG</p> <p>AG</p>	<p>14.7.20</p> <p>17.7.20 3.9.20 reminder</p>	

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		<ul style="list-style-type: none"> Allocated drop off and collection times 				
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid section within H&S Policy to include consideration of the risk of infection of covid-19 		VB EMB AG All staff All staff to complete form	By 20.9.20 By 17.7.20 By 3.9.20 3.9.20 Ongoing	
		<ul style="list-style-type: none"> Staff to take class first aid box out with a mask in to manage any issues Bumped head text sent 	Office staff/AG to check the bumped head list now kept in hall at the end of day/shift and send home texts as required			

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				Office staff/AG/KF to send if office staff absent or ill		
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied twice daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves /or wash hands immediately after carrying out this activity. 	Staff and IG MJ to check	3.9.20	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the bubble distancing. 	See separate plan (App B)	AG All staff to check and comment	17.7.20	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. Staff over 60 must have a RA in place and meeting with HT (Nov 2020) 	N/A for our staff AG to action Nov 2020		Nov 2020	

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Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	MJ/EMB/AG to ask for this	MJ/EMB/AG	Ongoing	
			AG/MJ/EMB/PL at MAT level to ensure this is the case (Legionella checking is the exception to this.) Grass cutting outside to be an exception (contractors asked to notify school in advance)	MJ/EMB/AG/PL	Ongoing	
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the trust and appropriate steps are in place to ensure the safety of all building occupants. This must be documented from Sept 1 	MJ/AG/IG to review ongoing	Ongoing	
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	EMB/MJ to check All staff to be reminded that SLT/office need to know if water fails to be hot. Staff to check and supervise hand washing. Children to wash hands on arrival at school , before and after breaks and lunchtime. All children to sanitise hands after return to class after toileting, in addition to this.	EMB/MJ	Ongoing	
				AG Staff	3.9.20 Ongoing	
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus 	SLT and MJ/EMB to follow flow chart in office and the RA	SLT/MJ/EMB	Ongoing	

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		<ul style="list-style-type: none"> as a result of, or in connection with, a work activity. For further advice and guidance you should contact your Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Office access is more limited 	Office must be only accessed by office staff and one at a time in the office. Enhanced cleaning to include phone and computer/mouse /screen by staff when leaving and starting (re change over). Glass in place to talk to MJ (Nov 2020)	MJ/EMB		Ongoing
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	PPE guidance must be followed AG to brief staff on training day. MJ to follow up what cleaners do – and spot check. All staff can wear any PPE deemed necessary by them to stay safe including during lesson times.	AG All staff MJ/EMB/AG		Ongoing
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. 	School behaviour policy in place and to be followed as per policy with necessary amendments to ensure that unsafe behaviour is addressed.	AG/AD AG		Summer 2020 2.9.20

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		<ul style="list-style-type: none"> Encourage staff to cooperate with government plans for contact tracing. 	<p>Pathfinder pledge to be shared with parents outlining actions required for all staff and children to remain safe. Exclusions to be used as last resort and in line with relevant legislation.</p> <p>MAT guidance on behaviour to be reviewed and issued to pupils via parents Staff induction on training day Staff briefing on training day</p>	AG	2.9.20	
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>Staff on staggered lunch.</p> <p>Only 3 in the staffroom seated area and one in kitchen – 2m apart at all times. (Nov 2020)</p> <p>Posters reminding on 2m social distance . (App B)</p> <p>If there is more than one person, staff to wear masks unless eating or drinking in staffroom</p>	<p>All staff</p> <p>AG</p>	By 3.9.20	
Infection Control	Staff Pupils Handwashing and use of sanitiser	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. Utensils unless washed in dishwasher Sanitiser can be used instead (70%+) but should not be used in rooms where there are naked flames or kitchens 	<p>All staff to notify if water temperature or pressure falls.</p> <p>Staff to bring own utensils and take home for cleaning</p> <p>Ensure all staff anti-bac fridge/dishwasher doors/taps before/after using</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	By 3.9.20	

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Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found on our website page under key information 	(MAT update pending)	LGB	Ongoing review	
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<p>AG/KF to assess ongoing Use of supply where needed</p> <p>KF to keep under review via the recovery plan/curriculum</p> <p>Formal monthly reviews via SLT and at LGB in H&S and FGB meetings.</p>	<p>AG/KF</p> <p>KF</p> <p>AG/KF/MJ/CH/LS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school, except books. They should be provided with 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together in bubbles avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff at all times in KS2 classes and communal areas <p>Children can bring in books and take books home -- 3 day quarantine boxes in each room to ensure this. Coats, lunchboxes and PE kits only to be brought in. FS pupils to come in PE kit on PE days. Others to go home in PE kits to limit changing.</p>	<p>AG/KF/LGB to overview</p> <p>All staff to follow RA and App B</p> <p>All staff to ensure 2m from each other at all times</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.				
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>AG to write to parents who use bus to inform them to seat children in class bubbles or in sibling groups only with at least one metre between bubbles.</p> <p>AG/MJ to liaise with school bus company to ensure they are aware of what is required in our RA in addition to their info from NCC.</p> <p>Staff to ensure sanitiser used and bubble seating</p>	<p>AG/MJ/EMB/ adults who put children on the bus</p> <p>AG/EMB/MJ</p>	<p>By 3.9.20</p> <p>By 31.8.20</p> <p>Ongoing</p>	
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local 	<p>EVC to overview any off site trip and ensure it meets the requirements of the guidance and RA.</p> <p>Staff to liaise with AG and KF before making any plans to go off site.</p>	<p>KF</p> <p>AG/KF</p> <p>All staff</p>	Ongoing	

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		area to support delivery of the curriculum.				
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. In lockdown parents who need child care can access after school clubs only (Nov 2020) 	Maintain social distancing and within bubbles.	AG to overview Form to establish child care needs	Ongoing Nov 5 th 2020	
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	Outdoor PE only Indoor for Robins (Nov 2020) Cleaning of equipment Break time equipment to be limited for each class and not mixed between bubbles.	Staff	Ongoing	

Educational Setting	Willbarston CEVC Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Andrea Green 14.7.20
Review Dates	14.8.20 4.9.20, 17.9.20, 15.10.20 2.11.20 8.12.20 3.1.21 21.1.21
Review Date	26.2.21. 5.3.21 following consultation with all staff

Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<p>COVID sign to be displayed at each gate, Robins, Flamingos and main office area entry. Catch it signs to be renewed if needed Handwashing to be renewed if needed</p>	<p>MJ/EMB Staff to ask for more when needed</p>	Ongoing	
Asymptomatic Testing in Primary Schools	<ul style="list-style-type: none"> Staff believing that participation in testing is mandatory. Staff are not provided with up to date instructions for administering the tests. Staff administering the test incorrectly and injuring themselves Lateral Flow Devices (LFD) providing void or 'false positive' results could result in unnecessary bubble closure LFDs being used by staff family members instead of staff only. Staff being unaware 		<ul style="list-style-type: none"> Opt-in / opt-out survey completed by staff confirming their intention to participate or not contains clear information that participation is voluntary. When issued with test kits, staff are provided with up to date instruction leaflet for administering the test and advised to discard the instruction leaflet contained within the test box. Training sessions provided for staff including a video on how to self-administer the test safely and correctly to provide a reliable result. School procedures will be followed in the event of any LFD positive result. Staff receiving a positive result will be advised to self-isolate and book a PCR test to confirm results. Close contacts of the positive case will be informed to self-isolate. If the PCR result is negative the close contacts will be informed that they no longer need to self-isolate. In the event of a void result, staff will be advised to repeat the test. If a staff member receives two void results in a row, they will be advised to book a PCR test and self-isolate until they receive the results. 	<p>All Staff HT / SBM / School Administrator / Clerical Assistant HT HT HT HT HT / SBM / School Administrator / Clerical Assistant</p>	<p>25.01.2021 25.01.2021 and ongoing 22.01.2021 Ongoing Ongoing 22.01.2021 22.01.2021 Ongoing</p>	Asymptomatic Testing in Primary Schools

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	<p>of how their personal data will be processed.</p> <ul style="list-style-type: none"> • Not being able to identify staff with individual kits in the event of a product recall. • Staff not reporting their result to school and / or NHS Test & Trace 		<ul style="list-style-type: none"> • Staff informed that LFDs must only be used by School staff members and not by family members / friends. Staff acknowledge this through the submission of an electronic form. • Staff have been provided with a copy of the Privacy Notice stating how their personal data will be processed and have acknowledged that they have read this through the submission of an online form. • Test Kit Log will be maintained identifying the LOT number and expiry date of all kits issued to staff. • Staff informed that they must provide the result of their test, each time that they complete a test, regardless of the result to both the school (via an online form) and to NHS Test & Trace. • Staff should seek support and ask questions if they have any queries. • All information emailed out to all staff and also provided in the staff team for later reference. 	HT		25.01.2021 and ongoing	
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Jan 2021 Lockdown main points:

2 teaching staff in school – one to use SO room with younger children and one to use KF room. Each to use adjacent toilets – clean at lunchtime.
Children are in one bubble due to lunchtime supervisor and break play rotas.
Children to eat in the hall with one lunchtime supervisor.
Children to play outside.

AG to be in school as DSL – if ill, KF/LS.
Rooms to be ventilated as above.
Breaks hourly.

All staff masked at all times when around others – children or staff.

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Regular safeguarding reminders sent out and posted in teams and on FB.
Online safety reminders sent out regularly and teachers/TAs to include in live meetings guidance.

DSL and DDSL to check in with key vulnerable families where they do not send in children.
DSL/DDSL to update the School pod system to communicate actions to each other.

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

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Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)