



COVID-19 Risk Assessment

Reviewed 03.03.2021

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Covid-19 Risk Assessment Overview

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from the 8th March 2021 schools should welcome back all pupils.

This Risk Assessment details additional measures which have been implemented, above and beyond the usual control measures we usually have in place as a school. Information included is the most recent guidance issued by Government in readiness for full re-opening; information derived from lessons learnt from cases investigated by the LA Incident Team and are to be considered when reviewing whether any additional controls in your setting are needed.

It is recognised that schools already have in place well developed risk assessments that consider their own unique circumstances and therefore this risk assessment is **not** designed to be a replacement document for those. It is however intended to bring to your attention controls measures you may not have previously considered regarding Covid-19 and to work these into your existing risk assessment where possible.

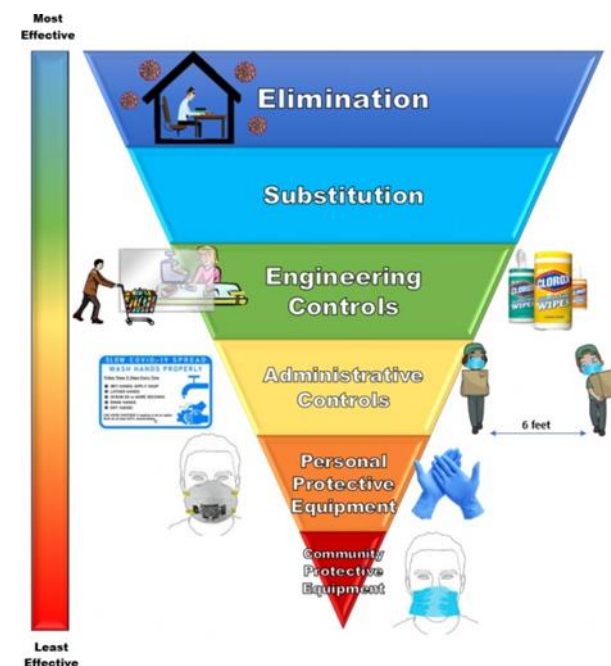
The example measures listed are based on current (as at 24 February 2021) government guidance:


- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



Title: Covid-19 Risk Assessment Updated for a full return to school on 08.03.2021			St Luke's Church of England Aided Primary School 				
Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	1: Promotion of Good Personal Hygiene					
	Pupils	Hand washing facilities with soap and water (ideally warm water) in place.	M	<ul style="list-style-type: none"> All sinks in classes and toilets have soap dispensers Sinks are cleaned daily prior to school using Spray 'N' Wipe and blue cloths Additional cleaning in place during the day (Members of the cleaning team cleans all classrooms/associated toilets as bubbles go to lunch in the dining hall and outside) All sinks checked by Cleaning Supervisor and Site Manager Soap dispensers are maintained and refilled at least daily by Site Manager 	Site Manager	Ongoing	Daily
	Cleaners						
	Contractors	Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here).	M	<ul style="list-style-type: none"> Identify need and create/procure posters updated for 08.03.2021 Identify locations around school > on all external gates used by parents/carers and within school Place poster in-situ (photographs on Teams and School Website) Carry out walks to ensure all areas are signposted Review and revisit if required 	AS / EP > posters	01.06.20 Reviewed 01.09.20 28.02.21	
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions						
	Anyone else who physically comes in contact with you in relation to			<ul style="list-style-type: none"> Remind children what signage means on 1st day that children return to school > 08.03.21 (Timetabled session) Smart Notebooks (updated by KA) shared with staff wb 01.03.21 and then shared with children on 1st day back at school (08.03.21) https://teams.microsoft.com/#/school/files/Coronavirus%20Management?threadId=19%3A6ec92e18503d4883bdf335ab71d2e58a%40thread.skype&ctx=channel&context=SNB%2520for%2520staff%2520and%2520children&rootfolder=%252Fsites%252FStLukesCEAidedPrimary%252FShared%2520Documents%252FCoronavirus%2520Closure%252FHealth%2520%2526%2520Safety%252FSNB%2520for%2520staff%2520and%2520children Place Hands-Free 30-sec read at entrance to inform visitors to site 	Teaching Staff	01 09 20 Ongoing	Reviewed 01.03.21
					KA	Reviewed 01.03.21	
					SLT & HS Focus Group	Reviewed 01.09.20	

		and effective handwashing)		<ul style="list-style-type: none"> Outside entrance to or in toilets Site manager to check that all sanitiser dispensers are adequately working in preparation for 08.03.21	Site Manager	Reviewed Wb 01.03.21	
				<ul style="list-style-type: none"> Ensure sufficient hand sanitiser in dispensers in all areas to be used Site Manager to notify SLT if any sanitisers are not being used 	Site Manager	19 05 20 Ongoing	
				<ul style="list-style-type: none"> Monitor and maintain supplies of hand sanitiser to ensure adequate stock in school 	Site Manager > Finance Officer	19 05 20 Ongoing	
		Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	M	<ul style="list-style-type: none"> Posters sited in all areas to remind of technique (photographs on Teams and School Website) Smart Notebooks (updated by KA) shared with staff wb 01.03.21 and then shared with children on 1st day back at school (08.03.21) https://teams.microsoft.com/_#/school/files/Coronavirus%20Management?threadid=19%3A6ec92e18503d4883bdf335ab71d2e58a%40thread.skype&ctx=channel&content=SNB%2520for%2520staff%2520and%2520children&rootfolder=%252Fsites%252FStLukesCEAidedPrimary%252FShared%2520Documents%252FCoronavirus%2520Closure%252FHealth%2520%2526%2520Safety%252FSNB%2520for%2520staff%2520and%2520children 	SLT & HS Focus Group K Aldridge	Reviewed 01.09.20 28.02.21	
					Teaching Staff	Reviewed 01.09.20 01.03.21	
		Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	M	<ul style="list-style-type: none"> Ensure sufficient tissues for all children and staff. All staff to ensure that each child is supplied with an individual packet, stored in their pencil case. 	SLT > Finance Officer All staff	01.09.20 Ongoing Revisited 08.03.21	
				<ul style="list-style-type: none"> Staff to monitor supplies of tissues and inform Finance Officer if more are required. 	SLT > Finance Officer	01.09.20 Ongoing	
		Appropriate receptacles for disposal of tissues in place in all classrooms and shared area, which are emptied throughout the day.	M	<ul style="list-style-type: none"> DN to ensure that lidded bins are in place in all classrooms Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 1:30 p.m.) to cleans all classrooms/touch points around school and associated toilets as bubbles go to lunch in the dining hall and outside Site Manager empties all bins at the end of each school day. All bins cleaned regularly with Spray & Wipe and Blue Cleaning cloths – see Cleaning Schedule 	DN – Site Manager SLT/SW (Cleaning Supervisor)	01.09.20 Reviewed 01.03.21 Cleaning team hours reviewed 01.03.21	
				<ul style="list-style-type: none"> Monitor and maintain cleanliness of bins – see cleaning schedule 	Cleaning Team	01.09.20 ongoing	

		Pupils discouraged from sharing cutlery, cups or food.	M	<ul style="list-style-type: none"> PSHE Lessons to focus on self risk assessment of Covid-19 risk Children will eat in Dining hall in their bubbles (timetabled) with assigned lunchtime supervisor(s) One bubble in large hall using main servery to collect food. One bubble in small hall using accessing portable servery station for food. Children will have own tray, own cutlery, own cup. 	Teaching Staff Lunchtime Supervisors	01 09 20 Ongoing Children reminded on 08.03.21 of dinnertime arrangements	
		Parents informed of hygiene expectations and to advise that it is discussed with their children.	M	<ul style="list-style-type: none"> School video updated with key facts/reminders Returning To St Luke's on March 8th (adobe.com) AG shares link to video with all parents via Weekly Newsletter, facebook / website and individual text messages to parents (Teacher2Parents) 	LS & SLT AG Admin team	Updated for 08.03.21 Resend 05.03.21	
		Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.	M	<ul style="list-style-type: none"> AS to re-schedule text am/pm (timed event) to remind of this behaviour at home. 	AS	08.03.21 Regular repeat to embed behaviour	
		Areas are kept well ventilated using natural ventilation where possible.	M	<ul style="list-style-type: none"> AG to remind all staff via HT Weekly Hymnsheet of importance of Ventilation Cleaners/teaching staff ensure manually controlled windows or external sliding doors in each area are opened at the beginning of each day (number of windows dependent on outside temperatures). Upper windows will open automatically – throughout the day. <i>Designed for self-ventilation</i> All doors are propped open using door stops/wedges at the beginning of each day. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. 	Teaching Staff Cleaners Site Manager Staff based in each area Allocated member of staff from each area Fire Warden	28.02.21 ongoing	
		Pupils use hand sanitiser before entering, after using and after leaving the toilet cubicle.	M	<ul style="list-style-type: none"> Hand sanitiser station set up for each toilet in place (this can be located either under hand-dryer or outside entrance to toilet) Ensure sufficient hand sanitiser in dispensers in all areas to be used 	Site Manager - DN	Reviewed Wb 01.03.21 ongoing	

		Pupils to keep frequently used resources such as pencil, pen and ruler in own pencil case (provided by school). Shared resources such as to be in individual zip top plastic wallets/trays to share between 2/4	M	<ul style="list-style-type: none"> • All staff to ensure that each child still has their own individual pencil case (Each child from Reception to Year 6) • Check that they are stocked with individual equipment – frequently used resources to restrict sharing of equipment. • AG to purchase new stocks of Dettol All in One Spray • DN to ensure that all classrooms have Spray & Wipe bottles and cloths • Shared resources will be wiped using Spray & Wipe and also, Dettol All in One spray (at the end of each day). 	All Staff Children AG - HT DN – Site Manager	08.03.21 Week beginning 01.03.21	
		Staff to limit Contracting / spreading COVID-19	L	<ul style="list-style-type: none"> • All staff have been supplied with lateral flow device (LFD) test kits to self-swab. • Staff have been asked to take their test kits home and carry out the test twice a week/prior to when scheduled in school. • See separate risk assessment https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/944444/COVID-19-Risk-Assessment-2021-01-28.pdf 	AS – Covid Coordinator	Beginning 22.01.21 All staff reminded 28.02.21	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	2. Cleaning					
	Pupils	Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.	M	<ul style="list-style-type: none"> All classroom layout: Tables and chairs to enable children forward facing – staff 2m distanced All children have identified table and chair with individual pencil cases for regularly used equipment / photo or name On 08.03.21, children allocated their table. Pupils follow seating instructions If children work in another room/area, ensure they are allocated the same desk each session. For smaller intervention groups, seating plan to be created, clean tables after each session. Children to take their resource packs with them. Furniture cleaned every day (before children arrive) using Spray 'N' Wipe and blue cloths – see cleaning schedule Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 1:30 p.m.) to cleans all classrooms/touch points around school and associated toilets as bubbles go to lunch in the dining hall and outside 	Teaching Staff	01.09.2020	
	Cleaners					Reviewed 08.03.2021 ongoing	
	Contractors	Cleaners are employed by the school so SLT to review cleaning arrangements with Site Manager & Cleaning Supervisor and make any necessary changes.	M	<ul style="list-style-type: none"> CB/AG created Cleaning Schedule and shared with Site Manager and Cleaning Supervisor Any changes and amendments made and schedule shared with H&S working group All members of cleaning team attend meeting to discuss all procedures, cleaning schedules, equipment required, cleaning products, risk assessment, rota of staff AG/AS/CB to regularly liaise with Site Manager and Cleaning Supervisor regarding the cleaning team. AS to complete Individual risk assessments for those members of cleaning team identified as vulnerable AS/AG to liaise with SW/DN re. Additional cleaning during the day for 08.03.21 	Cleaning Team SLT / SW (Cleaning Supervisor)	b 01.03.21	
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	M	<ul style="list-style-type: none"> Cleaning is monitored and checked Cleaning Schedules are completed daily All cleaning schedules collated at the end of each week by CB and replaced with new schedules AS to store all completed Cleaning Schedules for reference 	C Bannister A Grennan A Smith Site Manager (DN) Cleaning Supervisor (SW)	01.06.20 Reviewed for 01.09.20 Ongoing Reviewed for 08.03.21	
	Anyone else who physically comes in contact with you in relation to your operations						
					Cleaning Supervisor Site Manager SLT	01 09 20 ongoing	

		All staff able to contribute to increased importance of cleaning.	M	<ul style="list-style-type: none"> Staff reminded by Line Managers and via Teams to report any cleaning concerns to Site Manager using H&S Concerns on School Learning platform Site Manager & SLT to ensure any cleaning concerns are actioned 	SLT, Site Manager & Cleaning Supervisor	01 09 20 ongoing	
		Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods	M	<ul style="list-style-type: none"> Share guidelines on reducing transmission through increased focus on cleaning touch points to all staff via Risk Assessment and Teams (Coronavirus Management Channel https://teams.microsoft.com/channel/19%3a6ec92e18503d4883bdf335ab71d2e58a%40thread.skype/Coronavirus%2520Management?groupId=d6f35b06-2b35-49f3-8951-d2333818324e&tenantid=adffe99f-914b-450f-802c-7fd74ed5f60a & HT Weekly Hymnsheet) Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 1:30 p.m.) to cleans all classrooms/touch points around school and associated toilets as bubbles go to lunch in the dining hall and outside Put in place ‘clean as you use systems’ for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements. All areas (including toilets) issued with spray bottle and cloth for staff to use if they wish. Core responsibility for cleaning remains that of cleaners. 	SLT & HS Focus Group SLT / SW (Cleaning Supervisor) to arrange wb 01.03.21	01.06.20 Reviewed 01.03.21	
		methods <ul style="list-style-type: none"> Spray ‘N’ Wipe Optim-1 wipes Ultra Bac Virucidal Cleaner Dettol All in One Spray Hot soapy water 	M	<ul style="list-style-type: none"> DN & SW to provide cleaning team with advised PPE (gloves, aprons, face coverings if staff wish to wear them) Cleaning Supervisor and Site Manager to monitor and maintain supply of basic cleaning materials and PPE Site Manager to ensure sufficient supplies of cleaning materials and cleaning PPE are always available for all staff 	Site Manager H&S Consultant from Crest Safety	01 06 20 Ongoing Reviewed 01.03.21	
		Rigorous checks to be carried out by line managers & SLT to ensure that the necessary procedures are being followed	M	<ul style="list-style-type: none"> Intense monitoring by DN, SW and SLT (allocated zones to check) with outcomes documented and actioned. Cleaning Schedules are completed daily and monitored by staff in those areas; SLT and Site Manager All cleaning schedules collated at the end of each week by CB and replaced with new schedules Staff reminded by Line Managers and via Teams to report any cleaning concerns to Site Manager using H&S Concerns on School Learning platform Site Manager & SLT to ensure any cleaning concerns are actioned AG/AS to regularly liaise with Site Manager and Cleaning Supervisor regarding the cleaning team. 	SLT, Site Manager & Cleaning Supervisor	01 09 20 Reviewed 01.03.21 Ongoing	

		All cutlery and cups are thoroughly cleaned before and after use.	M	<ul style="list-style-type: none"> All items steam cleaned or cleaned on full cycle dishwasher either in School Kitchen or staffroom All staff reminded via HT Weekly Hymnsheet of staffroom protocols and expectations (from LA H&S team) and shared LA Lessons Learnt document https://cloudw.sharepoint.com/ePost/Bulletin/Lessons%20Learnt%20February%202021.docx 	Catering staff, all staff	01 09 20 Reviewed 25.02.21	
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Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	3: Social Distancing					
	Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	School sends out regular clear messages and information that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).	M	<ul style="list-style-type: none"> All stakeholders are regularly reminded via school text messaging service, emails, school website, Teams, school facebook page, letters to parents and newsletters to remind stakeholders to promote COVID-19 symptom procedure Signage is displayed around the school site at all entrances / exits regarding the rules. 6 Roller banners specifically designed and purchased for displaying on the school premises DN to ensure that roller banners are positioned at the beginning of each school day near the 4 entrances/exits AS to reschedule text am/pm (timed event) to remind children attending school about the importance of social distancing School video reviewed and updated with key facts/reminders by L Skywalker Returning To St Luke's on March 8th (adobe.com) AG to share link to video with all parents via Weekly newsletter / facebook / Class Teams / website and individual text messages to parents (Teacher2Parents) 	SLT & HS Focus Group Site Manager A Smith L Skywalker A Grennan L Skywalker	01 09 20 Ongoing Updated for 08.03.21 Daily Beginning 08.03.21 Updated for 08.03.21 Include link in 05.03 Newsletter	
	Anyone else who physically comes in contact with you in relation to your operations	Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	M	<ul style="list-style-type: none"> Specific areas/spaces in school have signage stating capacity in each room/space (photographs on Teams and School Website) DN to ensure that 2m social distancing lines are marked around the school, external and internal – on stairs and corridors (photographs on Teams and School Website) Plan lunch room arrangements for year group bubbles to eat separately – see dining hall plan arrangements and timetable Signage is displayed around the school site at all entrances / exits regarding the rules (photographs on Teams and School Website) 	SLT & HS Focus Group Site Manager AG / CB	Reviewed for 08.03.21	

				<ul style="list-style-type: none"> 6 Roller banners designed and purchased for displaying on the school premises DN to ensure that roller banners are positioned at the beginning of each school day near the 4 entrances/exits AS to reschedule text am/pm (timed event) to remind children attending school about the importance of social distancing School video reviewed and updated with key facts/reminders by L Skywalker Returning To St Luke's on March 8th (adobe.com) AG to share link to video with all parents via Weekly newsletter / facebook / Class Teams / website and individual text messages to parents (Teacher2Parents) 	SLT & HS Focus Group	Updated for 08.03.2021	
					Site Manager	Daily	
					A Smith	Beginning 08.03.21	
					L Skywalker A Grennan L Skywalker	Updated for 08.03.21 Include link in 05.03 Newsletter	
		Bubbles are based around a year group to facilitate smaller targeted groups for Reading, English, Maths, Phonics and interventions.	M	<ul style="list-style-type: none"> Children and staff are assigned to bubbles based on year groups All bubbles are kept separately, no mixing Timetables and plans implemented Staffing created to provide for best social distancing and teaching outcomes for pupils Staff not to enter another classroom unless they are working in there. EHCP/PHP children have additional risk assessments Bubbles to enter through classroom doors or Year group entrances. 	SLT	08.03.2021	
		Cohorts are kept together and where ever possible different groups are not mixed	M	<ul style="list-style-type: none"> Only Reception parents and children to access the Reception playground All routes clearly signposted Each year group has been allocated a set of toilets (unisex during this period; with toilets assigned to boys / girls) Only one child to enter each cubicle at a time – others to wait outside (social distancing) 	SLT & HS Focus Group	08.03.21 Ongoing	
		Where possible, teachers / staff members are assigned to a year group bubble and	M		SLT & HS Focus Group	08.03.21	

		stay with the same bubble throughout the day. Where staff need to move between classes and year groups they should try and keep their distance from pupils and other staff.					
		A small number of staff are able to work across different groups in order to deliver the school timetable, targeted children or full curriculum.	M	<ul style="list-style-type: none"> Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). If this is not always possible, particularly when working with younger children, close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. 	SLT Specific staff (AG / EP / SENCO / Lunchtime Supervisor)	Reviewed for 08.03.21	
		Desks should be arranged so that children are seated side by side and facing forwards	M	<ul style="list-style-type: none"> Classrooms are prepared and desk positions marked out using LA/1st Space calculator Planner Photographs of classrooms/areas on Teams and School Website – shared with parents 	SLT & HS Focus Group	01.09.20 Reviewed for 08.03.21	
		Supply teachers; peripatetic staff	M	<ul style="list-style-type: none"> Staff will be made aware of the protocols and procedures in place in school. Staff will be told to minimise contact and maintain as much distance as possible from other staff. City Council Peripatetic staff will be encouraged to participate in the government's rapid testing programme Supply staff (on a long term basis) will also participate in the school's rapid testing programme, as outlined for other staff/pupils above. 	SLT Admin Specific staff	Reviewed for 08.03.21	

		Specialist Support Staff (Therapists, EPs, Clinicians, Support staff for SEND pupils)	M	<ul style="list-style-type: none"> Staff should continue to provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. Staff will be made aware of the protocols and procedures in place in school. Staff will be told to minimise contact and maintain as much distance as possible from other staff/children. Staff will work in a specific area within the school which will be cleaned and disinfected between each child and when the session has finished 	SLT Admin Senco Specific staff	Reviewed for 08.03.21	
		Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day	M	<ul style="list-style-type: none"> Teachers maintain seating plan/group areas for each class and ensure room can be cleaned efficiently and thoroughly each day Additional cleaning in place during the day (Two members of cleaning team on site (11:30 a.m. – 1:30 p.m.) to cleans all classrooms/touch points around school and associated toilets as bubbles go to lunch in the dining hall and outside Children have access to cleaning cloths and ‘Spray ‘N’ Wipe’ and are encouraged to clean their own space throughout the day. 	Teaching Staff	01 09 20 Ongoing Reviewed for 08.03.21	
		Children with complex needs or EHCP (1:1 supervision)	M	<ul style="list-style-type: none"> Any pupils with complex needs or who need close contact intimate care will have the same support as normal as distancing isn’t possible here. Staff will wear PPE Staff will be rigorous about hand washing and respiratory hygiene. AG investigating staff providing intimate care for SK to be prioritised for vaccination Staff working 1:1 with EHCP children will wear face coverings / visors and maintain distance where possible Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. 	SLT SENCO Staff providing intimate care / EHCP support	Reviewed for 08.03.21	
		Year groups should be kept apart, no school assemblies or large gatherings		<ul style="list-style-type: none"> Timetabling and use of different routes around the school ensures no busy corridors, entrances and exits > classes and year groups do not meet 	All staff	08.03.21	
		Staggered lunch and break times and the movement of pupils around school to reduce	M	Break times <ul style="list-style-type: none"> Each year group bubble allocated different outside spaces and different times: Early Years: have own designated playgrounds/outside spaces 10:15 – 10:30 a.m. Year 2 (playground A) 	SLT & HS Focus Group	From 08.03.21	

		large groups of children gathering		<ul style="list-style-type: none"> 10:30 – 10:45 a.m. Year 1 (playground A) 10:45 – 11:00 a.m. Year 3 (playground C); Year 5 (field) 11:00 – 11:15 a.m. Year 4 (playground C); Year 6 (field) 	Teaching Staff		
		Children eating in large hall to enter via hall door and exit via fire exit (Nursery canopy)		Lunch times <ul style="list-style-type: none"> Each year group bubble allocated different outside spaces and different times with allocated lunchtime staff: 11:30 – 12:30 Early Years: eat in classrooms/shared area/outside 11:45 – 12:15 p.m. Year 1 (large hall); Year 2 (small hall) 12:15 – 12:45 p.m. Year 1 (playgr A); Year 2 (playgr C) 12:15 – 12:45 p.m. Year 3 (large hall); Year 4 (small hall) 12:15 – 12:45 p.m. Year 5 (Field A); Year 6 (Field B) 12:45 – 1:15 p.m. Year 5 (large hall); Year 6 (small hall) 12:45 – 1:15 p.m. Year 3 (Field); Year 4 (playground C) Timetable to be alternated for KS2a and KS2b and areas monitored and reviewed as necessary 	SLT & HS Focus Group Teaching Staff	From 08.03.21	
		Children in small hall to enter and exit via community area (accessed through lobby)					
		Skoolz Out (Breakfast and After-School Club)	M	<ul style="list-style-type: none"> Parents/carers to book in advance Only designated Skoolz Out staff to be in the community area when Skoolz Out is in operation Staff maintain social distancing between each other and children attending Skoolz Out staff to wear face coverings or face covering & visor As Skoolz Out is for children across the school, children are organised in year groups or with siblings Tables are socially distanced within the community area to keep children in the year groups separate Activities are set out on tables to limit children moving around the community area Children in their bubbles are kept separately, no mixing Children can use the consoles in the training room but only in year groups / siblings (all equipment wiped and disinfected between uses) Children can also access the hall for physical activity but this is in year groups / siblings (all equipment wiped, cleaned and disinfected between uses) 	Skoolz Out Team SLT	Reviewed 02.03.21	

		Staff reminded daily of the importance of social distancing both in the workplace and outside of it.	M	<ul style="list-style-type: none"> Government/Staff guidelines shared on Teams All areas/spaces in school have signage stating capacity in each room/space (photographs on Teams and School Website) DN to repaint 2m social distancing lines are marked around the school, external and internal – on stairs and corridors (photographs on Teams and School Website) Posters displayed around school that remind staff to 'Shout out' and remind others about maintaining their distance/following procedures 	SLT & HS Focus Group	Revisited 08.03.21	
		Spreading infection due to excessive contact and mixing in meetings	M	<ul style="list-style-type: none"> Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing. Ensure staff are not sitting next to each other to take part in online training when sharing a PC/laptop. Each member of staff accessing online training should do so on a separate PC that is 2 metres away from any other person. All staff have access to Teams and can use this for virtual meetings LS to remind all staff of CPD for Microsoft Teams that they can access 	SLT	Ongoing Revisited 08.03.21	
		Social distancing also to be adhered to in staff room and PPA room	M	<ul style="list-style-type: none"> Both staffroom and PPA room has signage on the entrance stating capacity in each room/space (photographs on Teams and School Website) Staffroom seating has been set out – 2m spaced apart. Chairs not to be used are identifiable by the use of purple ribbons. Staff to wear face coverings when in the PPA / Staffroom except for when eating/drinking and able to maintain social distancing Staggered break times and lunch times (see above) All staff reminded via HT Weekly Hymnsheet of staffroom protocols and expectations (from LA H&S team) and shared LA Lessons Learnt document https://cloudw.sharepoint.com/ePost/Bulletin/Lessons%20Learnt%20February%202021.docx Posters displayed around school that remind staff to 'Shout out' and remind others about maintaining their distance/following procedures PPA room also set up so that tables only utilised by one member of staff at a time. 	SLT & HS Focus Group	01 09 20 Ongoing Reviewed in prep for 08.03.21	
		Management checks to ensure that social	M	<ul style="list-style-type: none"> Line Managers to monitor staff social distancing and identify ways to maintain levels of least personal contact 	SLT	Ongoing	

		distancing measures are adhered to.		<ul style="list-style-type: none"> SLT and Site Manager maintain a high visual presence at the beginning / end of the school day (on the playground; at entrances and exits; around school) 			
		<p>Parents/carers who drop off and pick up children will be reminded of social distancing requirements through messages and signage.</p> <p>Parents discouraged from gathering at school gates.</p> <p>Flexible start of day and staggered end of day to minimise the number of people on site.</p>	M	<ul style="list-style-type: none"> AG to send update to parents: https://a2b5868e-3e45-4ed6-a06f-7eba9a5d210f.filesusr.com/ugd/81ffab_9517e606ee2a497390fdda6aae634877.pdf Daily messaging to parents to advise times, routes and minimal numbers of adult accompanying Queuing system designed, set up and then maintained > social distancing line markings repainted by DN SLT and site manager monitor entrance/exit gates at the start and end of day. Staggered times at start and end of day. Flexible start to the day – children can arrive between 8:45 and 9:15 a.m. Children enter directly into classroom or Y5 / Y6 entrance (manned by staff) Staggered exit to the day: children can be collected directly from external classroom doors from 3:10 p.m. Different exits/entrances & routes around the school site – parents encouraged to use their nearest entrance/exit and maintain social distancing: <ul style="list-style-type: none"> Entrance 1: Front entrance on Park St South Entrance 2: Pedestrian Gate on Blakenhall Gardens, accessing front of the school & main entrance Entrance 3: Nursery Gate on Blakenhall Gardens Entrance 4: Entrance through the Staff Car Park; Only Reception parents/children to access Reception playground; all other year groups to use path that surrounds the Reception area / edge of school field onto Playground A All routes clearly signposted 2m social distancing lines are marked around the school, externally (photographs on Teams and School Website) Signage is displayed around the school site at all entrances / exits regarding the rules 	SLT & HS Focus Group	<p>Repeatedly prior to 08.03.21</p> <p>Staggered starts/end to the day resumes 08.03.21</p> <p>All entrances and exits back in use 08.03.21</p>	

				<ul style="list-style-type: none"> Letters to parents explaining the procedures – Y6 encouraged to enter the school with no parents; other year groups with one parent only using designated routes DN to ensure that all roller banners are positioned at the beginning of each school day near entrances/exits AG shares link to video with all parents via Newsletter, Class Teams facebook / website and individual text messages to parents (Teacher2Parents) Returning To St Luke's on March 8th (adobe.com) 			
		One person using toilet cubicle at a time. All toilet areas to be gender unspecific.	M	<ul style="list-style-type: none"> Year group bubbles assigned with a designated toilet Toilets are gender unspecific –a cubicle allocated for boys; the middle and other cubicle is for girls only – clearly labelled Children to be accompanied by adult Small number of pupils to leave room to go to toilet at a time. Presence of adult outside toilet room will indicate the area is in use and also, to ensure hand sanitiser used on entry and hand washing after using the toilets/on exit Additional cleaning in place during the day (Member of the cleaning team cleans all classrooms/associated toilets as bubbles go to lunch in the dining hall and outside) <i>see Cleaning Timetable</i> Cleaning equipment 'Spray 'N' Wipe' located in all adult toilets and staff requested to use this and paper towels to clean toilet seat, handles before exiting Poster displayed in all toilets reminding staff of cleaning expectations and shared responsibility of using shared adult toilets around school 	SLT Teaching staff	01.09.20 Ongoing Reviewed 08.03.21	

Contact with coronavirus when getting to and from school	<p>Pupils</p> <p>Staff</p> <p>Parents / carers / visitors</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Staff members using cars should consider the implications of car sharing with members outside their household.</p> <p>Face coverings on school site</p>	M	<ul style="list-style-type: none"> Secure cycle and scooter storage is available on both sides of the school site Staggered start times / finishing times are in place to help staff and children/families avoid peak times on public transport Staff and visitors will be asked to keep on or put on a face covering when arriving on the school site. Anyone who needs to take public transport will be referred to government guidance. Car sharing should be avoided if possible but if it's not possible then: <ul style="list-style-type: none"> <i>Travel with windows open</i> <i>Wear face coverings for the entire journey</i> <i>The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members.</i> <i>This should be discussed with the members of staff who are car sharing and documented on their individual risk assessments to reflect that conversation has been had with the staff member.</i> Staff and visitors will be asked to keep on or put on a face covering when arriving on the school site and when moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear. Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin. Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom. Everyone will be made aware that they must not touch the front of the covering during use or removal. Everyone will be asked to wash their hands before and after putting on or removing a face covering https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf https://teams.microsoft.com/l/file/5385D71E-2DAF-4D35-82E8-93AB592C9CA3?tenantId=adf0e99f-914b-450f-802c-7fd74ed5f60a&fileType=pdf&objectUrl=https%3A%2F%2Fcloudw.sharepoint.com%2Fsites%2FStLukesCEAidedPrimary%2FShared%20Documents%2FCoronavirus%20Closure%2FHealth%20%26%20Safety%2FFace%20Coverings%20March%202021.pdf&baseUrl=https%3A%2F%2Fcloudw.sharepoint.com%2Fsites%2FStLukesCEAidedPrimary&serviceName=teams&threadId=19:6ec92e18503d4883bdf335ab71d2e58a@thread.skype&groupId=d6f35b06-2b35-49f3-8951-d2333818324e 			
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Spread of Covid-19 Coronavirus	Staff Pupils	Curriculum Guidance for Music & Drama	M	<ul style="list-style-type: none"> We will follow the government's <u>guidance</u> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing. Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared. During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences). We will not host performances with an audience. 			
		Physical Activity	M	<ul style="list-style-type: none"> For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible. For team sports, we will follow the <u>government guidance on team sport</u>. We will not compete with other schools until wider grassroots sport for under 18s is allowed. 			

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	4: Reducing contact point activities					
	Pupils	Sharing of whole school resources such as maths, science, PE equipment, books etc	M	<ul style="list-style-type: none"> Any resources shared between groups, such as sports, art and science equipment, will be either: Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. 	All staff	Ongoing Reviewed wb 01.03.21	
	Cleaners						
	Contractors						
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.	M	<ul style="list-style-type: none"> Planning for activities with resources that do not need sharing All children have identified table and chair with individual pencil case for equipment / photo or name On 08.03.21, children allocated their table. Pupils follow seating instructions 	Teaching Staff	01 09 20 Ongoing Reviewed wb 01.03.21	
	Anyone else who physically comes in contact with you in relation to your operations	Sharing of equipment between staff, i.e. stationary, photocopiers, printers, laptops, etc.	M	<ul style="list-style-type: none"> Any resources shared between staff will be cleaned frequently and meticulously after use. Put in place 'clean as you use systems' for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements. All areas (including toilets) issued with spray bottle and cloth for staff to use if they wish. Core responsibility for cleaning remains that of cleaners. 	All staff	01 09 20 Ongoing Reviewed wb 01.03.21	
		Therapy equipment, such as physiotherapy or sensory equipment	M	Any equipment will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 	SENCO	Reviewed wb 01.03.21	

		Shared rooms, such as halls and dining areas	M	<p>Dining tables will be cleaned between different year group bubbles using them.</p> <p>Only one year group bubble timetabled to use the hall each afternoon</p>	Lunchtime Supervisors LA Catering Staff PE lead	Ongoing Reviewed wb 01.03.21	
		School will cease hand shaking of children and visitors.	M	<ul style="list-style-type: none"> PSHE: learning how to meet and greet verbally Smart Notebook (updated by KA) shared with staff wb 01.03.21 and then shared with children on 1st day back at school (08.03.21) 	Teaching staff	01 09 20 Reviewed wb 01.03.21	
		Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.	M	<ul style="list-style-type: none"> Review displays to ensure any non-sensory elements Teachers maintain seating plan/group areas for each class – movement around classroom is limited Tables and chairs put in place – plan shared with all staff (see photos) All children have identified table and chair with individual pencil cases for equipment / photo or name 	SLT & HS Focus Group	01 09 20 Reviewed wb 01.03.21	
		Teachers/TAs adopt light-touch marking and use feedback at start of the following lesson rather than marking in detail. Children self-mark where possible and assessment used throughout the lesson. Books given out prior to the lesson and then hands washed	M	<ul style="list-style-type: none"> No exercise books to be taken home by teachers. No book trawls undertaken. Gloves available to wear when handling books. 	Teaching staff	01 09 20 Reviewed wb 01.03.21	
		Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation	M	<ul style="list-style-type: none"> AG to remind all staff via HT Weekly Hymnsheet of importance of Ventilation All doors are propped open using door stops/wedges at the beginning of each day. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. 	Staff based in each area / Site Manager Allocated member of staff from each area Fire Warden	01 09 20 Reviewed wb 01.03.21	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 through person to person contact	Staff	5: Limiting contact with someone potentially suffering from coronavirus					
	Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Everyone will be asked not to come into school if they need to self-isolate under <u>current government guidance</u> . Regular reminders will be given about this.	M	<ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <u>current government guidance</u>. Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <u>testing</u> and engage with the NHS Test and Trace process. 	SLT & HS Focus Group	01 09 20 Reviewed wb 01.03.21	
	Anyone else who physically comes in contact with you in relation to your operations	Testing: Lateral Flow Devices (LFDs)		<ul style="list-style-type: none"> All staff have been supplied with lateral flow device (LFD) test kits to self-swab. Staff have been asked to take their test kits home and carry out the test twice a week/prior to when scheduled in school. Staff to record results using https://forms.office.com/Pages/ResponsePage.aspx?id=n-nwrUuRD0WALH_XTtX2CjrgbWf6uqxHrY13aoK8FxFUMilzTzBRMUROQzZOUjMwUkFUUjJMN1JVQy4u and inform Covid Coordinator of a positive result See <u>separate risk assessment</u> 			

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	6: Dealing with a suspected case (staff and / or pupil)					
	Pupils	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus	M	<ul style="list-style-type: none"> Government/Staff guidelines shared on Teams Smart Notebooks (updated by KA) shared with staff wb 01.03.21 and then shared with children on 1st day back at school (08.03.21) All stakeholders are regularly reminded via school text messaging service, emails, school website, Teams, school facebook page, letters to parents and newsletters to remind stakeholders to promote COVID-19 symptom procedure Signage is displayed around the school site at all entrances / exits regarding the rules. 	SLT & HS Focus Group	01 09 20 Reviewed wb 01.03.21	
	Cleaners						
	Contractors						
	Visitors to your premises	If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	H	<ul style="list-style-type: none"> Isolation area (Changing room 1) and isolation toilet identified (1st cubicle) both clearly labelled PPE kit provided by the LA separated into 10 kits (gloves, mask, apron) and 3 visors – located in Isolation room KA created a flow chart which states the procedure to be followed Flow chart shared with all staff via Smart Notebook prior to appropriate year group re-starting school and also, visual reminder on Isolation room Symptomatic person to be collected from designated external door (fire door on the ramp), which is away from other exits. SLT to monitor PPE kit provided by LA – ensure sufficient supplies in school 	SLT & HS Focus Group Site Manager Finance Officer	Reviewed wb 01.03.21	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions				LA H&S team KA	Reviewed wb 01.03.21	
	Anyone else who physically comes in contact with you in relation to your operations						

		If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.	H	<ul style="list-style-type: none"> • Toilet to be identified with warning signage if used by person with COVID-19 symptoms. 	SLT & HS Focus Group Site Manager Finance Officer	Reviewed wb 01.03.21	
		Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following decontamination guidance .	H	<ul style="list-style-type: none"> • Remainder of bubble to leave the area and use another space in school • Cleaning protocol adhered to - Member of cleaning team (wearing appropriate PPE) to clean area 	Cleaning staff	Reviewed wb 01.03.21	
		If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.	H	<ul style="list-style-type: none"> • Staff to keep line manager informed • Line manager to make daily contact with member of staff by phone and text to ensure their well-being and support their recovery. 	SLT	Reviewed wb 01.03.21	
		If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	H	<ul style="list-style-type: none"> • Deputy HeadTeacher (Covid Coordinator) to attend PHE Track & Trace Masterclass • Head Teacher/Deputy Head Teacher/Assistant Head to contact the DFE / LA and Public Health • Where the child or staff member tests positive, the rest of their class/group should be sent home and advised to self-isolate for 10 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • As part of the national test and trace programme, if other cases are detected within the child cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation 	AS – DHT	03.03.21 Reviewed wb 01.03.21	

				<p>and will advise schools on the most appropriate action to take.</p> <ul style="list-style-type: none"> • In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. • Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 			
Coronavirus Outbreak		All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).		<p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane 	Covid Coordinator (AS) All Staff	Reviewed for 08.03.21	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	7: Controlling other users of building (visitors / contractors)					
		The school will contact every user and inform them of usage expectations:	M	<ul style="list-style-type: none"> Notice on gates/entrances to school site explaining that limited access to visitors to the site Information shared on school website, letters to parents Signage on main entrance doors – automatic doors on exit only during the day Main gates closed to discourage people from visiting Site Manager to liaise with any planned contractors visiting site – sharing guidance and procedures in place LA teams/depts – own risk assessments in place 30 second read at entrance if visitors/contractors do enter the building Screens in place in the Main Reception area 	SLT & HS Focus Group Site Manager Finance Officer	Reviewed wb 01.03.21	
		Compulsory handwashing / use of gel before entering school.	M	<ul style="list-style-type: none"> Staff at entrance points to enforce hand hygiene to any visitors / contractors Hand sanitiser dispensers sited around school where handwashing is not available: front entrance - lobby Entrance to each classroom (external / internal doors as appropriate) Y6 Stairwell exit to outside Y5 stairwell exit to outside Shared areas Dining Hall Offices Outside entrance to or in toilets Ensure sufficient hand sanitiser in dispensers in all areas to be used 	All Staff	Reviewed wb 01.03.21	
		Restrictions or suspensions of building usage	M	<ul style="list-style-type: none"> Opening of Church to be discussed in preparation for lifting of worship restrictions AG to liaise with City Council regarding procedures for lettings / external groups using the building 	HT, Governors & Clergy	Subject to Government Restrictions	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	8: Health & Safety (Emergency procedures & School Premises)					
		All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	M	<ul style="list-style-type: none"> Remind parents via letter – updates for Parents of children returning to school - to ensure contact details are up-to-date. Make direct contact with families where only one contact number is held. Remind all members of staff to ensure that all contact details are up-to-date 	SLT & Admin Team	Reviewed 08.03.21	
		Pupils' parents and staff next of kin are contacted as soon as practicable in the event of an emergency.	M	<ul style="list-style-type: none"> Staff have access to cupboard in the main office during the school day Admin staff & SLT have access to SIMS COVID-19 Contact procedure to be displayed in main office 	SLT & Admin Team	01.09.20 Ongoing	
		The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	M	<ul style="list-style-type: none"> First Aid policy reviewed with addendum related to COVID-19 care and advice included Reviewed Policy approved by Governors and shared with all staff Each bubble is provided with their own basic First Aid kit and taken out at playtime / lunchtime / outdoor learning Lunchtime supervisor nominated as First Aid – PPE provided in medical room 	SLT & HS Focus Group Governors	01.09.20 Ongoing	
		The school has an interim Fire Evacuation Procedure in place which supports social distancing	M	<ul style="list-style-type: none"> Review and write interim Fire Evacuation Procedure. Ensure all users of building are informed of interim procedure. Hold Fire Drill to practise interim evacuation procedure within 72hrs of pupils returning to school. All doors are propped open using door stops/wedges at the beginning of each day. In the event of a fire drill/alarm, second member of staff vacating the room to remove door stop and close door. Fire Wardens to check door stops/wedges are removed from Fire doors in the event of a fire drill/alarm. 	A Smith Returning to school Smart Notebook D Nelson	01 06 20 Ongoing Reviewed ready for 08.03.21	

Spreading infection due to the school environment	Staff Pupils Visitors	Checks to the premises will be done to make sure the school is up to health and safety standards.		<ul style="list-style-type: none"> • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. • This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. • Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing. • All areas in school will be well ventilated due to the Building Management System (BTS) – which controls the high level windows and ventilation units which open automatically throughout the day. These systems will be maintained in accordance with the manufacturers' recommendations. • Low level windows and window vents (which are all around the building) will be manually opened • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised 			
		A comfortable temperature will be maintained alongside increased ventilation by:		<ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts 			
		School Premises <ul style="list-style-type: none"> • Lift • Bins • Outdoor Space 		<ul style="list-style-type: none"> • The lift will only be used for children & staff with mobility issues. • The use of the lift will be avoided unless essential. • Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. • Outdoor space will be used for exercise and breaks, and for education where possible. 			

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	9: Personal Protective Equipment (PPE) guidance on the use of face coverings in education from DFE March 2021 (To be reviewed Easter 2021) Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.					
		PPE available for intimate care	M	<ul style="list-style-type: none"> • SENCo to identify support for specific pupils as required • PPE in situ for staff to access when supporting pupils with intimate care needs • AG to investigate vaccination for staff administering intimate care / physiotherapy for specific vulnerable children • Poster to explain how to remove PPE displayed around school • PPE is available in every bubble and at 1st Aid points. PPE and 1st aid boxes are replenished weekly by 1st Aiders. 	SLT AG 1st aiders set up resources and replenish – monitored by GF & SP (1 st Aiders at Work)	01 09 20 Ongoing Reviewed ready for 08.03.21	
		If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.		<ul style="list-style-type: none"> • A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 	SLT SP/GF to source suitable equipment	Reviewed ready for 08.03.21	

		<p>All staff to use face covering, aprons, gloves for own protection and that of others when moving around the site (out of their bubbles)</p> <p>All staff to use face covering for own protection and that of others when working closely with children (1:1 basis)</p>	M	<ul style="list-style-type: none"> • St Luke's is providing gloves, tissues, anti-bacterial wipes, aprons and face coverings (made using pattern used for NHS staff) and disposable masks for all staff who wish to use them • Staff and visitors will be asked to keep on or put on a face covering when arriving on the school site and when moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. • Staff must wear face coverings and visors supplied by school or their own face coverings/and visors (if necessary) when : <ul style="list-style-type: none"> ✓ Unable to social distance between adults ✓ welcoming/dismissing children; ✓ working in close proximity with children; ✓ liaising with parents; ✓ walking around school (outside of their bubble) • AS to produce an information sheet for all staff about face coverings/visors to be displayed around school and shared in Weekly HT Hymnsheet and on Teams. <p>https://teams.microsoft.com/l/file/5385D71E-2DAF-4D35-82E8-93AB592C9CA3?tenantId=adf0e99f-914b-450f-802c-7fd74ed5f60a&fileType=pdf&objectUrl=https%3A%2F%2Fcloudw.sharepoint.com%2FSites%2FStLukesCEAidedPrimary%2FShared%20Documents%2FCoronavirus%20Closure%2FHealth%20%26%20Safety%2FFace%20Coverings%20March%202021.pdf&baseUrl=https%3A%2F%2Fcloudw.sharepoint.com%2FSites%2FStLukesCEAidedPrimary&serviceName=teams&threadId=19:6ec92e18503d4883bdf335ab71d2e58a@thread.skype&groupId=d6f35b06-2b35-49f3-8951-d2333818324e</p> • A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear. • Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin. • Any children wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom. • Everyone will be made aware that they must not touch the front of the covering during use or removal. • Everyone will be asked to clean their hands before and after putting on or removing a face covering • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf 	SLT All staff	Reviewed ready for 08.03.21	
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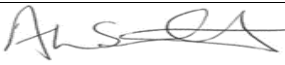


Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
		10: Teacher / staff shortage					
		Individual risk assessments undertaken for all staff.	M	<ul style="list-style-type: none"> AS to review risk assessments with all staff Any staff who were RAG rated as amber to be reassessed from 1st March 2021 SLT to apply additional controls where necessary Any staff who are CEV / Received a Shielding letter / Pregnant >28 weeks to work from home > processes put in place to monitor this 	AS (DHT) Phase Leaders	By 08.03.21	
		SLT monitors daily any staff absence	H	<ul style="list-style-type: none"> If there are any shortages of teachers, SLT to convene and discuss options If there are any shortages of teachers, then cover internally or use a supply/cover teacher. In absence of site manager, relief site manager contacted. 	SLT	01.09.20 Ongoing	
		Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.	H	<ul style="list-style-type: none"> Staff reminded of Government guidelines via Teams. PSHE lessons for children to review and to develop knowledge of virus symptoms Smart Notebooks (updated by KA) shared with staff wb 01.03.21 and then shared with children on 1st day back at school (08.03.21) All stakeholders are regularly reminded via school text messaging service, emails, school website, Teams, school facebook page, letters to parents and newsletters to remind stakeholders to promote COVID-19 symptom procedure Signage is displayed around the school site at all entrances / exits regarding the rules. Bubbles assigned staff inform SLT if any pupils display symptoms and move to designated changing room 	SLT & HS Focus Group KA	01 09 20 Ongoing Reviewed ready for 08.03.21	
		Daily report to the HT on number of absences and symptoms.	H	<ul style="list-style-type: none"> Class teachers complete online attendance for children using SIMS, raise issues or concerns concerning any absences with SLT immediately Admin submits daily attendance to DHT (Covid Coordinator) Line Managers to report to HT any concerns re. children or staff 	SLT	Restarting from 08.03.21	

		Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.	H	<ul style="list-style-type: none"> Line managers/Finance Officer to monitor and ensure guidance is adhered to re. absence via Agresso 	SLT & Finance Officer	01 09 20 ongoing	
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Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	• Additional Measures implemented	Action By who	Action by when	Done
		11: Impact on physical and mental health					
		Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	M	<ul style="list-style-type: none"> Line managers to monitor staff. Staff to be signposted to accessing confidential support – therapy, Education Partnership, in-school therapy AG to share support from LA > Educational Psychology team 'Stress & Well-Being' sessions 	SLT & Staff Admin	01 09 20 Ongoing 28.02.21	
		Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	M	<ul style="list-style-type: none"> AG to promote mental health and well-being, messages of support, keeping everyone informed via Weekly HT Hymn Sheet Line Managers to check in with all phases/staff via Teams, Whatsapp, messaging (as appropriate) JWT (Pastoral Lead) in school > able to offer support for any staff who require this 	All line managers within school	ongoing	
		Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	M	<ul style="list-style-type: none"> AG to promote mental health and well-being, messages of support, keeping everyone informed via Weekly HT Hymn Sheet Line Managers to check in with all phases/staff via Teams, Whatsapp, messaging (as appropriate) Continue with high levels of communication between all staff, supporting and facilitating conversations, work life balance, peer:peer support, social conversations on Teams. AG to continue to share useful information, resources and tips on supporting the wellbeing of school based employees can be found on our coronavirus pages. The latest table is also accessible from here (EYs link). Those details have been included in the 'letter to all employees' Continue with welfare phone calls and check ins with all children and families (who are not in school), noting contact on SIMS 	AG Line Managers at all levels Admin / SLT	Ongoing Reviewed for 08.03.21	

		Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.	M	<ul style="list-style-type: none"> • AG to promote mental health and well-being, messages of support, keeping everyone informed via Weekly HT Hymn Sheet • Line Managers to check in with all phases/staff via Teams, Whatsapp, messaging (as appropriate) • Continue with high levels of communication between all staff, supporting and facilitating conversations, work life balance, peer:peer support, social conversations on Teams. • Continue to provide support via Teams and signpost to online CPD. 	SLT Line Managers at all levels	ongoing	
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Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
		12. Clinically Vulnerable and Clinically Extremely Vulnerable Staff					
Individuals vulnerable to serious infection coming into school	Staff (CV) Staff (CEV)	<p>Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine.</p> <p>Clinically vulnerable staff – will work in school</p> <p>Staff who may be otherwise at increased risk of coronavirus</p> <p>Staff who live with someone who is CEV</p> <p>Pregnant members of staff</p>		<ul style="list-style-type: none"> Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician CEV staff will not come into school, and instead will be directed to work from home if they can. This applies even if the staff member has received the vaccine. Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including: <ul style="list-style-type: none"> Where possible, maintaining 2 metre distance from others Avoiding close face-to-face contact and minimising time spent within 1 metre of others Staff who are at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Other staff that may feel at increased risk (such as BAME staff) will continue to work in school and individual risk assessments will be updated to reflect this. Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices. We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity. 	AS – Covid Coordinator Phase Leaders AG - HT GF – Finance Officer	Reviewed for 08.03.21	

	Name	Position	Signature	Date	Review Date
Risk Assessor (s)	ALISON SMITH	DEPUTY HEADTEACHER		21.05.20	Ongoing review once school reopens but at least weekly
	ALISON GRENNAN	HEADTEACHER		09.06.20	
Line Manager	VALERIE DAVIS	CHAIR OF GOVERNORS		21.08.20	
				04.01.21	
				01.03.21	
				03.03.21	

Considerations for additional control measures

St Luke's will also:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible (**all classrooms except on the 1st floor have direct access to outside**)
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time – see timetable
- staggering lunch breaks (see timetable and organisational plan). Children should clean their hands beforehand and enter in the year group bubbles they are already in; bubbles will be kept apart as much as possible and tables will be cleaned between each group. The only exception will be Reception, who for the Autumn 1st half term, will eat in their classroom, shared area or outside – packed lunch option (either provided by school or brought from home).
- ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Each year group bubble allocated a specific toilet – only one child entering at a time
- noting that some children will need additional support to follow these measures

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- The trim trail and treehouse will not be used in the first instance – this will be reviewed or timetabled for a specific year group to ensure 72 hours between use. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- The large hall and small hall will be used by one year group bubble at a time for both lunch and PE, and will be cleaned in between groups.

- If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff.
- Essential equipment only to be brought in from home (lunch box, 1 bag, reading book and journal)
- by seeking to prevent the sharing of stationery and other equipment where possible – each child provided with a pencil case.
- Shared materials and surfaces should be cleaned and disinfected more frequently eg ipads, books, laptops, games equipment
- Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts (Coronavirus (COVID-19): implementing protective measures in education and childcare settings)

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#))
- Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share.