



COVID-19 Risk Assessment

Reviewed 04.01.2021

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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.

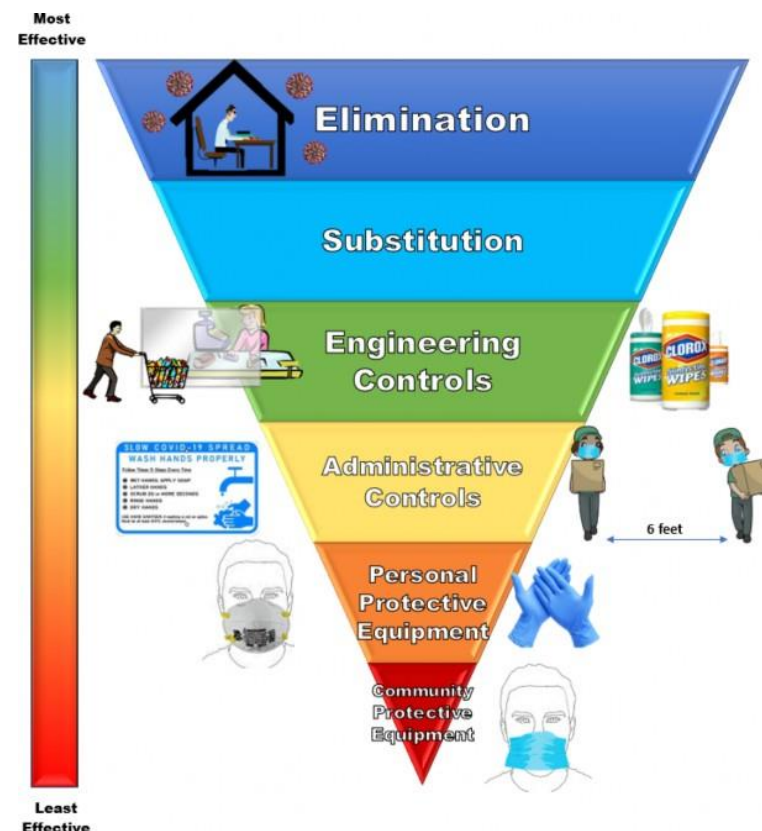
The Government has announced that from the 6th January 2021 schools should only be open for vulnerable pupils and children of Critical Key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

To support schools with this, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

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

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



Title: Covid-19 Risk Assessment Updated for Lockdown 3 (Jan 2021) Open to only VC/KWC			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 dispensersSinks are cleaned daily prior to school using Spray ‘N’ Wipe and blue clothsAdditional 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 ManagerSoap 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 – these were updated for September 2020Identify locations around schoolPlace poster in-situ (photographs on Teams and School Website)Carry out walks to ensure all areas are signpostedReview and revisit if required	All staff to monitor	In place for 04.01.21	
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions			<ul style="list-style-type: none">Remind children in VC/KWC what signage means on 1st day that children come to school.Review daily and in PSHE sessionsSmart Notebook (created and updated by KA) shared with any new staff & Children joining the school from Jan 21.	SLT & HS Focus Group	01.06.20 Reviewed 01.09.20 04.01.21	
	Anyone else who physically comes in contact with you in relation to your operations				SLT & HS Focus Group	01.06.20 Reviewed 01.09.20 04.01.21	
					Teaching Staff	01 09 20 Ongoing 04.01.21	
				<ul style="list-style-type: none">Place Hands-Free 30-sec read at entrance to inform visitors to siteOffice staff to ensure any visitors read information	SLT & HS Focus Group	Reviewed 01.09.20	
	<ul style="list-style-type: none">AG to remind staff of signage and procedures in place via weekly staff bulletins on Teams.Smart Notebook (created and updated by KA) shared with any new staff & children joining the school from Jan 21.			SLT & HS Focus Group	01.09.20 Reviewed 04.01.21		

		Stringent hand washing taking place. (in accordance with the government guidance).	M	<ul style="list-style-type: none"> • Timetable Handwashing throughout day: on entry to school, playtime, lunchtime, p.m. sessions, before leaving school, when changing rooms. 	Teaching Staff	01 09 20 Ongoing	
				<ul style="list-style-type: none"> • PSHE Lessons to focus on correct hygiene techniques • Smart Notebook (created and updated by KA) shared with any new staff & children joining the school/bubbles from Jan 21. 	Teaching Staff	01 09 20 Ongoing Reviewed 04.01.21	
		Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Children are also escorted to the toilets.	M	<ul style="list-style-type: none"> • Ensure sufficient paper towels in dispensers in all areas to be used 	Site Manager	From 19 05 20	
				<ul style="list-style-type: none"> • Timetable Handwashing throughout day: on entry to school, playtime, lunchtime, p.m. sessions, before leaving school, when changing rooms. 	Teaching Staff	01 09 20 Ongoing	
				<ul style="list-style-type: none"> • Monitor and maintain supplies and provision of paper towels 	Site Manager > Finance Officer	19 05 20 Ongoing	
		Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing)	M	Site hand sanitiser dispensers where handwashing is not available: <ul style="list-style-type: none"> • 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 	Site Manager	All in place for 01.09.20 Reviewed 04.01.21	
				<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 	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 Notebook (created and updated by KA) shared with any new staff & children joining the school/bubbles from Jan 21.. 	SLT & HS Focus Group	Reviewed 01.09.20 Reviewed 04.01.21	
				<ul style="list-style-type: none"> • PSHE Lessons to focus on correct hygiene techniques • Smart Notebook (created and updated by KA) shared with any new staff & children joining the school/bubbles from Jan 21. 	Teaching Staff	Reviewed 01.09.20 Reviewed 04.01.21	

		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. Each child is supplied with an individual packet, stored in their pencil case. 	SLT > Finance Officer	01.09.20 Ongoing Reviewed 04.01.21	
				<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"> Lidded bins with pedals purchased Lidded bins placed in all classrooms 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) 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 	SLT > Finance Officer	01.09.20 ongoing	
				<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, seated in their VC/KWC Year group bubbles (timetabled) with assigned lunchtime supervisor Children will have own tray, own cutlery, own cup. 	Teaching Staff Lunchtime Supervisors	01 09 20 Ongoing Reviewed 04.01.21	
		Parents informed of hygiene expectations and to advise that it is discussed with their children.	M	<ul style="list-style-type: none"> School video created with key facts/reminders AG shares link to video with all parents https://youtu.be/BUjkgjev7c via facebook / website and individual text messages to parents (Teacher2Parents) 	BP & SLT AG Admin team	Updated for 01.09.20 Sent 16.07.20 Resend 01.09.20	
		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"> Use text am/pm (timed event) to remind of this behaviour at home. 	SLT/Admin	01.09.20 Regular repeat to embed behaviour	

		Areas are kept well ventilated using natural ventilation where possible.	M	<ul style="list-style-type: none"> 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	01 09 20 Ongoing Reviewed 04.01.21 (Staff reminded)	
		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 	SLT & HS Focus Group	01 09 20 Ongoing Reviewed 04.01.21 (Children reminded)	
		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"> Pencil cases for each child from Reception to Year 6 purchased and stocked with individual equipment – frequently used resources to restrict sharing of equipment. Shared resources will be wiped using Spray & Wipe and also, Dettol All in One spray (at the end of each day). 	Staff Children	01 09 20 Ongoing Reviewed 04.01.21	

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"> Children are all allocated a designated table and chair 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 1st day of arriving in VC/KWC bubble, children allocated their table. Pupils follow seating instructions Furniture cleaned every day (before children arrive) using Spray 'N' Wipe and blue cloths – see cleaning schedule 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) 	Teaching Staff	01 09 20 ongoing Reviewed 04.01.21	
	Cleaners				Cleaning Team		
	Contractors	Review cleaning arrangement and make any necessary changes. 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"> 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 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 	C Bannister A Grennan Site Manager (DN) Cleaning Supervisor (SW)	01.06.20 Reviewed for 01.09.20 Reviewed 04.01.21	
	Visitors to your premises				Cleaning Supervisor Site Manager SLT	01 09 20 ongoing Continued in 2021	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions		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 	SLT, Site Manager & Cleaning Supervisor	01 09 20 ongoing Staff reminded 04.01.21	
	Anyone else who physically comes in contact with you in relation to your operations	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 			

		<p>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</p> <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"> • Share guidelines on reducing transmission through increased focus on cleaning touch points to all staff via Risk Assessment and Teams • Additional cleaning in place during the day (Member of the cleaning team cleans all classrooms used/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 DN/SW/AG Cleaning team	01.06.20 Reviewed 01.09.20 Reviewed 04.01.21 Cleaning team rota reviewed > member of cleaning team in 3 hours during the day	
			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 01.09.20 Ongoing Jan 2021	
		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 to regularly liaise with Site Manager and Cleaning Supervisor regarding the cleaning team. 	SLT, Site Manager & Cleaning Supervisor	01 09 20 ongoing Reviewed Jan 2021	
		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) 	Catering staff, all staff	01 09 20 Reviewed 04.01.21	

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	3: Social Distancing					
	Pupils Cleaners Contractors 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 your operations	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 procedureSignage is displayed around the school site at all entrances / exits regarding the rules.Roller banners specifically designed and purchased for displaying on the school premisesDN to ensure that all roller banners are positioned at the beginning of each school day near entrances/exitsUse text am/pm (timed event) to remind children attending school about the importance of social distancingSchool video created and updated with key facts/reminders by BP, EP & SHAG shares link to video with all parents https://youtu.be/BUjkgjev7c via facebook / website and individual text messages to parents (Teacher2Parents)	SLT & HS Focus Group Site Manager A Smith SLT & HS Focus Group	Ongoing Updated for 01.09.20 Daily Daily All above actions Reviewed 04.01.21 Updated for 01.09.20 Sent 16.07.20 Resend 01.09.20	
	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">SLT to use LA/1st Space calculator Planner to confirm number of people to safely use designated classroom spaces > this will ensure that VC/KWC bubbles are limited in terms of numbers attending.All areas/spaces in school have signage stating capacity in each room/space (photographs on Teams and School Website)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 – dining hall plan arrangements and timetable revised	SLT & HS Focus Group Site Manager AG / CB	29 05 20 Reviewed for 01.09.20 Reviewed 04.01.21 Reviewed 04.01.21		

				<ul style="list-style-type: none"> • Signage is displayed around the school site at all entrances / exits regarding the rules (photographs on Teams and School Website) • Roller banners designed and purchased for displaying on the school premises • DN to ensure that all roller banners are positioned at the beginning of each school day near entrances/exits • Use text am/pm (timed event) to remind children attending school about the importance of social distancing • AS/AG to update Teacher2Parents groups as more children attend school • School video created and updated ready for September with key facts/reminders by BP, EP & SH • AG shares link to video with all parents https://youtu.be/BUjkfgjev7c via facebook / website and individual text messages to parents (Teacher2Parents) 	SLT & HS Focus Group Site Manager A Smith	Reviewed 04.01.21 Updated for 01.09.20 Reviewed 04.01.21 Daily Daily Updated for 01.09.20 Sent 16.07.20 Resend 01.09.20	
		Bubbles are based around a year group ensure limited number of staff/children in school.	M	<ul style="list-style-type: none"> • Children and staff are assigned to bubbles based on year groups/phases • All bubbles are kept separately, no mixing • Timetables and plans implemented • Staffing created to provide for best social distancing and teaching outcomes for pupils 	SLT	01.09.20 Ongoing Reviewed 04.01.21	
		Cohorts are kept together and where ever possible different groups are not mixed	M	<ul style="list-style-type: none"> • 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 & HS Focus Group	01.09.20 Ongoing Reviewed 04.01.21	
		Where possible, teachers / staff members are assigned to a year group bubble and stay with the same bubble throughout the day. Where staff need to move between classes	M	<ul style="list-style-type: none"> • Only Reception parents and children to access the Reception playground • All routes clearly signposted 	SLT & HS Focus Group	01.09.20 Reviewed 04.01.21	

		and year groups they should try and keep their distance from pupils and other staff.					
		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 children seated using LA/1st Space calculator Planner 	SLT & HS Focus Group	01.09.20 Reviewed 04.01.21	
		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 (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> Children have access to cleaning cloths and 'Spray 'N' Wipe' and are encouraged to clean their own space throughout the day. 	Teaching Staff Cleaning team member	01 09 20 Ongoing Reviewed 04.01.21	
		Year groups should be kept apart, no school assemblies or large gatherings		<ul style="list-style-type: none"> Timetabling ensures no busy corridors, entrances and exits. 	All staff	01.09.20 Reviewed 04.01.21	
		Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering	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 KS1: Playground A (separated) KS2a: Playground C (Separated) KS2b: Playground B/Sensory Area/Field 	SLT & HS Focus Group Teaching Staff	From 01.09.20 Reviewed 04.01.21	
		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: Early Years: eat in classrooms/shared area/outside – packed lunch option in the 1st instance (11:45 – 12:45) KS1: Playground A (separated) 	SLT & HS Focus Group Teaching Staff	From 01.09.20 Reviewed 04.01.21	
		Children in small hall to enter and exit via community area					

		(accessed through lobby)		<ul style="list-style-type: none"> KS2a: Playground C (Separated) KS2b: Playground B/Sensory Area/Field 			
		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 regularly shared on Teams All areas/spaces in school have signage stating capacity in each room/space (photographs on Teams and School Website) 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 01.09.20 Reviewed 04.01.21	
		Conference calls to be used instead of face to face meetings.	M	<ul style="list-style-type: none"> 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	
		Social distancing also to be adhered to in staff room and PPA room	M	<ul style="list-style-type: none"> All areas/spaces in school have signage stating capacity in each room/space (photographs on Teams and School Website) Staggered break times and lunch times Staffroom protocol shared – use of cleaning products and designated chairs available (2m apart) Posters displayed around school that remind staff to 'Shout out' and remind others about maintaining their distance/following procedures 	SLT & HS Focus Group	01 09 20 Ongoing Reviewed 04.01.21	
		Management checks to ensure that social distancing measures are adhered to.	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 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) 	SLT	Ongoing Reviewed 04.01.21	
		Parents discouraged from gathering at school gates. Flexible start of day and staggered end of day to minimise the number of people on site.	M	<ul style="list-style-type: none"> Messaging to parents to advise times, routes and minimal numbers of adult accompanying Queuing system designed, set up and then maintained. SLT and site manager monitor entrance/exit gates at the start and end of day. Staggered times at start and end of day. 	SLT & HS Focus Group	01 09 20 To be reviewed regularly Reviewed 04.01.21	

				<ul style="list-style-type: none"> • Flexible start to the day – children can arrive between 8:45 and 9:15 a.m. Children enter directly into classroom or main entrance (manned by staff) • Staggered exit to the day: children can be collected directly from external classroom doors from 3:10 p.m. Not applicable for Y5&6 as they are upstairs (more difficult to manage) – will leave at 3:30 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 • 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 • 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 https://youtu.be/BUjkfqjev7c via facebook / website and individual text messages to parents (Teacher2Parents) 			
		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 cubicle not used) and one cubicle is for girls only – clearly labelled • Children to be accompanied by adult • Only one pupil to leave room to go to toilet at a time. 	SLT Teaching staff	01.09.20 Ongoing Reviewed 04.01.21	

				<ul style="list-style-type: none"> • 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 			
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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	4: Reducing contact point activities					
	Pupils	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 1st day of arriving, children allocated their table. Pupils follow seating instructions 	Teaching Staff	01 09 20 Ongoing	
	Cleaners					Reviewed 04.01.21	
	Contractors						
	Visitors to your premises	School will cease hand shaking of children and visitors.	M	<ul style="list-style-type: none"> • PSHE: learning how to meet and great verbally • Smart Notebook (created and updated by KA) shared with new staff and children reminded when attending VC/KWC bubbles. 	Teaching staff	01 09 20 Ongoing	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	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	
	Anyone else who physically comes					Reviewed 04.01.21	

	in contact with you in relation to your operations	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 04.01.21	
		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"> 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 Ongoing Reviewed 04.01.21	

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	5: 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 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 Ongoing Reviewed 04.01.21	
	Cleaners						
	Contractors						
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	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	01 09 20 ongoing	
	Anyone else who physically comes in contact with you in relation to your operations				LA H&S team KA	01 09 20	
		If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to	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	01 09 20 ongoing	

		minimise the spread of any potential infection.					
		Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.	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	01 09 20 ongoing	
		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	01 09 20 ongoing	
		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"> Head Teacher/Deputy Head Teacher/Assistant Head to contact the LA and Public Health who will undertake a Covid risk assessment re. Close Contacts / timings Where the child or staff member tests positive, PH will advise regarding the rest of their class/group. Any children identified as close contacts will be advised to 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 and will advise schools on the most appropriate action to take. 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. 	HT/DHT/AHT	01 09 20 Ongoing Reviewed 04.01.21	

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	6: 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	01 09 20 Ongoing Reviewed 04.01.21	
		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	01 09 20 Ongoing Reviewed 04.01.21	
		Restrictions or suspensions of building usage	M	<ul style="list-style-type: none"> • Church using the building to be discussed with Church Leaders • AG to liaise with City Council regarding procedures for lettings / external groups using the building 	HT, Governors & Clergy	Subject to Government Restrictions Reviewed 04.01.21	

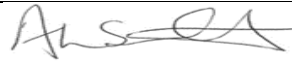


Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	7: Emergency procedures					
		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	01.09.20 Reviewed 04.01.21	
		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 Reviewed 04.01.21	
		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 Reviewed 04.01.21	
		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 01.09.20 Reviewed for Jan 2021	

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	8: Personal Protective Equipment (PPE) 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 • 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 1st aiders set up resources and replenish – monitored by GF & SP (1 st Aiders at Work)	01 09 20 Ongoing Reviewed 04.01.21 > PPE audited and ordered	
		Any person able to use face covering for own protection and that of others if this supports their attendance at the setting	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 face visors for any staff who wish to use them • Staff are advised to wear their own face masks/visors when: <ul style="list-style-type: none"> ✓ welcoming/dismissing children; ✓ working in close proximity with children; ✓ liaising with parents; ✓ walking around school (outside of their bubble) • Staff are welcome to wear a face covering/visor when working with children. 	SLT	01 09 20 Ongoing Reviewed 04.01.21	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
		9: Teacher / staff shortage					
		Individual risk assessments undertaken for all staff.	M	<ul style="list-style-type: none"> AS to coordinate risk assessments with all staff – except those staff who were shielding. Those staff who receive shielding letters to work from home AS to review Individual risk assessments of any staff who were initially RAG rated as amber and reassessed in September. SLT to apply additional controls where necessary 	AS (DHT)	By 01.09.2020 Reviewed 04.01.21	
		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 Reviewed 04.01.21	
		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 Lockdown guidelines via Teams. Staff advised to have regular lateral flow tests (Civic Centre, Mosque Newhampton Rd West, other venues in the City or in the W Mids) All stakeholders are regularly reminded about Lockdown 3 rules and Coronavirus symptoms 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	01 09 20 Ongoing Reviewed 04.01.21	
		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 AS submits daily attendance to DfE and provides daily summary to HT 	SLT	01 09 20 Ongoing Reviewed 04.01.21	

				<ul style="list-style-type: none"> Line Managers to report to HT any concerns re. children or staff 			
		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	
Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Measures implemented	Action By who	Action by when	Done
		10: 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 	SLT & Staff Admin	01 09 20 ongoing	
		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) 	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. 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 SLT	Ongoing Reviewed 04.01.21	

		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/Well-Being Committee 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. Luke S to share efficient ways of reducing the impact of working at a screen for long periods of time. 	SLT Line Managers at all levels	Ongoing Reviewed 04.01.21	
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	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	

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.