

Status:	Draft: Template subject to 14-day Trade Union consultation		
School/Academy:	Heathfield Primary and Nursery School	Date of assessment	13 July 2020
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School

Reference: “Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ...”

[Guidance for full opening - schools \(1st June 2020\)](#)

Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes
	2 Sept 2020	Heathfield will fully open to all pupils with effect from 2 nd Sept 2020; with F1 and F2 pupils undertaking a range of transition visits with a view to being in school full-time week beginning 14 Sept	This draft RA, following staff consultation, has been reviewed at an Emergency Governors Committee 22 July 2020
		Staff have been consulted, following governor approval, on a temporary amendment to the school day to support the school further in being COVID-19 compliant. Monday to Thursday the school day has been increased slightly to allow for school closure on a Friday afternoon to facilitate PPA release for teachers therefore protecting ‘bubbles’	21 July letter sent to parents/carers informing them of these temporary changes followed by a text gauging need for the Friday pm Rainbow Club

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
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Communication				
Staff	✓ This completed risk assessment is shared with staff. Signatures are obtained.	✓	Admin will oversee the chasing of signatures	low
	✓ Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.	✓	Staff are asked to email SLT; notices/updates will be shared in briefing notes on Sharepoint; weekly additions will be highlighted in different font colours	
Parents/carers, pupils and visitors	✓ The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.	✓	A suite of signage and posters are displayed around school as appropriate; these include some tailored to EYFS http://heathfieldprimary.org.uk/wp/wp-	low

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			content/uploads/2020/07/COVID-19-Safeguards-for-Parents-and-Children-Sept-20-1.docx	
	✓ If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).	✓	Following Governor approval a PDF will be placed on the school website with a link referenced in an end of term letter	
Employer	✓ This completed risk assessment is shared with the employer following approval by the school's Governing Body.	✓	RA will be sent to LA Health and Safety officer for comment	low
Trade Unions	✓ This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded).	✓	Will be circulated to recognised TU list 23 July 2020	low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> • Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>PHE Campaign posters are available here.</p>	✓	Clear message given to all staff and pupils within school letters and reinforced within weekly newsletters, in line with government guidance. This will include clear expectation that all reasons for absence are shared with school at the earliest time possible	low
Reducing the number of persons on site	<ul style="list-style-type: none"> • Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August most staff are expected to attend school. <p>It remains the case that wider government policy advises those who can work from home to do so.</p> <p>This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate.</p>	✓	SLT will consider Admin rotas if alternative work spaces not possible within school.	low

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	<ul style="list-style-type: none"> Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed. 	✓	<p>Premises staff fully briefed regarding this expectation; laminated signs and protocols for contractors in use which includes taking of temperatures on arrival.</p> <p>Premises staff will also request to see company risk assessments on arrival.</p>	
	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual. 	✓	<p>Wherever possible use of supply staff kept to a minimum</p> <p>Peripatetic music staff will support curriculum delivery adhering to expectations of minimal contact, social distance and no singing in enclosed spaces</p>	
	<ul style="list-style-type: none"> The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene. 	✓	<p>Admin and premises teams will ensure protocols are shared whilst having a clear idea of required movement and access – Site Managers will supervise to ensure compliance</p> <p>http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/essential-visitor-protocol.docx</p>	
	<ul style="list-style-type: none"> Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible. 	✓	<p>Key message shared in correspondence with parents/carers prior to return to school and start of the new academic year</p>	
	<ul style="list-style-type: none"> Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). 	✓	<p>Key message in correspondence to parents and on a list of protocols for staff that no face to face meetings will be held until further notice. This message will be regularly reiterated.</p> <p>SLT will decide any special dispensations to allow any face to face meetings with</p>	

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	<ul style="list-style-type: none"> Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit. Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible. School performances are not held with an invited physical audience. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>vulnerable families; visitor protocol has been created for Social Care when carrying out school visits. This has been added to staff protocols</p> <p>Key message shared with the office and premises staff Remote meetings arranged as required Visitor protocol has been created that all office staff have a copy of which includes taking of temperatures http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/Essential-Visitor-Protocol-coronavirus.docx</p> <p>http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/Contractors-on-site-Guidelines-to-be-followed-Updated-3rd-July-2020.docx</p> <p>Meeting schedule for the academic year and format of each meeting will be reviewed in advance: virtual or face to face but socially distanced in well ventilated school hall</p>	
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Staff and pupils in the “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include: 	<p>✓</p>	<p>NCC BAME Risk Assessments have been completed and these will be regularly reviewed in case of any changes and/or updated advice and guidance.</p> <p>HoSs have previously had contact with all staff shielding and a process of reintegration began 8 July 2020</p>	<p>low</p>

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	<ul style="list-style-type: none"> ○ age – the risk increases as you get older ○ being a man ○ where in the country you live – the risk is higher in poorer areas ○ being born outside of the UK or Ireland <ul style="list-style-type: none"> ● Guidance is strictly followed for “clinically extremely vulnerable” groups of staff: They can return to work from 1 August as long as they maintain social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Individual risk assessments have been completed which detail these control measures. ● Guidance is strictly followed for “clinically extremely vulnerable” groups of pupils. The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category: “Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health.” Individual risk assessments have been completed where necessary. 	<p>✓</p> <p>✓</p>	<p>Individual RAs will be completed as required following updates to status of employees and their households</p> <p>HoS and SENDCos are aware of which children may fall into this category</p>	
School Visits	<ul style="list-style-type: none"> ● Domestic (UK) overnight and overseas educational visits are not organised. Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination. 	<p>✓</p>	<p>All residential visits have been provisionally booked from Spring 2 onwards and will be subject to the updated advice. Initially, no plans will be made for external visits</p>	<p>low</p>

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	<ul style="list-style-type: none"> External sport facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. 	✓	These facilities will not be accessed until further notice	
Undertaking CPR	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 	✓	<p>Shared via Sharepoint Newsfeed that: children and young people should receive first aid in the usual way at school with the usual PPE equipment worn. No additional PPE is required for First Aid for anyone who does not have coronavirus symptoms</p> <p>PPE eye protection has been procured to support implementation of guidance re CPR and is in all PPE storage areas</p> <p>Please note ice packs once used need to be wiped down with sanitiser before returning to the freezer. Bubbles do not need their own ice packs.</p>	low
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must: <ul style="list-style-type: none"> be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	✓	<p>All staff and parents/carers aware of this requirement.</p> <p>Reinforced in staff and parent/pupil protocols</p>	medium

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	<ul style="list-style-type: none"> • PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	<p>✓</p> <p>✓</p>	<p>Designated area at each campus established for children/staff who are displaying symptoms and are waiting to be collected.</p> <p>Scotland Road: Group Room (TA Base)</p> <p>Kersall Drive: Ground floor accessible Changing Room at Kersall Drive (to be reviewed once F1 return)</p> <p>Fluid resistant face masks have been procured for supervisors of ill children. Posters re donning and doffing PPE are displayed on PPE collection point</p> <p>At KD a supply of PPE is in the isolation room (ground floor hygiene room) Premises staff will undertake an inventory of PPE each week</p> <p>Shared within staff protocol http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/Staff-protocol-sept-v1.docx</p> <p>Premises staff to ensure staff aware of location of such products</p>	
Test and Trace	<ul style="list-style-type: none"> • The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. Posters are available here. 	<p>✓</p>	<p>To be shared within all correspondence and protocols</p>	<p>medium</p>

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	<ul style="list-style-type: none"> • Staff and parent telephone numbers are checked for accuracy. • Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. • Ongoing records are kept of: <ul style="list-style-type: none"> ○ The names of pupils in the bubbles and members of staff who have accessed them. ○ Any close contact that takes places between children and staff in different bubbles. These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate. • For noting: In the event that a pupil or member of staff reports symptoms, the rest of the bubble can continue to attend school awaiting the result of the test (apart from any siblings who are in, or not in, the same bubble who must also self-isolate with the rest of their household). 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Admin staff will ensure all personal data is up to date using SIMS Parent Lite App</p> <p>To be added to visitor and contractor protocols; personal numbers required in addition to company details</p> <p>Phase leaders will ensure these are updated each week and will be stored on SharePoint so that HoSs have access at any time</p> <p>Added to staff protocols</p>	
Hygiene – General	<ul style="list-style-type: none"> • Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> ○ On arrival at school ○ After breaks and sport activities ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home Note: Electric hand dryers may be used in schools • A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to 	<p>✓</p> <p>✓</p>	<p>Shared via staff protocols and within the routine of every school day</p> <p>SharePoint newsfeed used to remind staff of the full delivery of protocols</p> <p>Face coverings are discouraged and clearly stated in protocols.</p>	<p>low</p>

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	<p>touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>		<p>Should this become an issue, posters will be used advising the safe removal and storage/disposal</p>	
	<ul style="list-style-type: none"> For noting: School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	✓	<p>This will be included in parent pupil protocols plus correspondence</p>	
	<ul style="list-style-type: none"> Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths. 	✓	<p>Posters displayed accordingly</p>	
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative. 	✓	<p>Service level agreements in place and premises staff monitoring regularly Pupils with SEND will have individual risk assessments addressing this aspect</p>	
	<ul style="list-style-type: none"> Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place. 	✓	<p>Adequate PPE is regularly used in everyday practice</p>	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the 	✓	<p>Staff and pupils will be encouraged to catch it, bin it, kill it or flush tissue down the toilet School has purchased pedal bins for tissues</p>	

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	<p>tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> • Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. • Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes). A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups. Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings 		<p>only; due to hygiene it is felt that labelling of these bins is inappropriate but the Catch It, Bin It, Kill It posters are displayed above these</p> <p>The disposal of the pedal bin waste is to be double bagged – IDEAL cleaning services have been informed of this requirement</p> <p>Noted; cleaning contractor following strict guidelines on a daily basis</p> <p>Each room in use will have a box for items requiring immediate cleaning and a quarantine box for items not easily cleaned which will be left in excess of 72 hours</p> <p>Any PHE guidance will be disseminated to IDEAL (Cleaning Contractor)</p>	

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	(including schools) to advise on general cleaning. <ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	✓	Heathfield is a cashless school using the School Gateway app for all financial exchanges	
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group uses. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required. Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. Teachers wash or sanitise their hands before and after handling pupils' books. Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names. 	✓ ✓ ✓ ✓	<p>Staff in all phases that have not opened during the Summer Term as part of the wider reopening of schools will be required to complete this task prior to opening in Autumn 1</p> <p>This has been previously undertaken but HoSs will audit each classroom with the class teacher prior to opening in September</p> <p>Non-cleaning staff will be provided with appropriate equipment and products; however due to issue of waste, sanitising wipes are not generally being used</p> <p>Safety data sheets have been provided with each cleaning pack in each classroom</p> <p>Shared within staff protocols</p> <p>Shared within staff protocols: each room in use has a box for items requiring immediate cleaning and a quarantine box for items not easily cleaned which will be left in excess of 72 hours All pupils have their own resources in zip wallets</p>	low

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	<ul style="list-style-type: none"> Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use. 	✓	Shared within staff protocols	
	<ul style="list-style-type: none"> Resources that are shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	✓	Shared within staff protocols	
	<ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 	✓	Shared in parent/pupil protocols	
	<ul style="list-style-type: none"> The amount of shared resources that are taken home are limited. 	✓	72-hour quarantine box will again be used for this purpose when necessary	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	✓	Children will be asked to bring in their own named water bottles Those that forget cannot be provided with a reusable cup	
	<ul style="list-style-type: none"> Guidance is followed with any proposed singing in schools. 	✓	Music lead in partnership with Nottingham Music Hub will guide all activity	
	<ul style="list-style-type: none"> Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when staff have to flush nursery toilets. 	✓	Children should be encouraged to flush the toilet after use, posters to be displayed on the back of toilet doors giving visual instructions to follow around flushing and hand washing Staff rota in place in EYFS for regular toilet flushing. Staff to wear eye protection, fluid resistant mask, disposable apron. The mask is to be disposed of straightaway. This is to be double bagged and disposed in the external bin; hands washed immediately afterwards. Eye protection has been purchased for EYFS staff as not all toilets have lids, and an alternative to a lid was considered to provide a greater risk	

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			<p>Toilet doors to remain open but cubicle doors closed.</p> <p>IDEAL cleaners will attend over the lunch break to clean all toilets in school IDEAL have stated that all school cleaners are advised to wear gloves, a face mask and eye protection while cleaning the toilets, and any masks worn must be double bagged and disposed of after use. They have also advised them about the regular flushing of toilets routine.</p>	
<p>PPE (Reference)</p>	<ul style="list-style-type: none"> • Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. • Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown 	<p>✓</p>	<p>At KD a supply of PPE is in the isolation room (ground floor hygiene room) Premises staff will undertake an inventory of PPE each week Posters re donning and doffing PPE are displayed on PPE collection point</p> <p>Currently N/A at Heathfield</p>	<p>low</p>

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	<ul style="list-style-type: none"> ○ eye protection ● For noting: Routine wearing of face coverings is not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. 		Staff protocols state that masks are not to be worn in general use	
Reducing number of touchpoints	<ul style="list-style-type: none"> ● Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	Staff protocols	low
	<ul style="list-style-type: none"> ● Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	✓	Staff entry cards given to all to avoid touch screen. Hand sanitiser available in the event of a lost/misplaced/forgotten ID badge and/or visitors	
	<ul style="list-style-type: none"> ● Consider whether drinking fountains need to be taken out of action. 	✓	To remain out of action Children have been asked to bring in water bottles each day labelled with their names on. These are to be replenished if required following lunch but this is to be done by the child Should younger children require additional water, jugs will be used by staff without touching children's bottles	
Site to site visits	<ul style="list-style-type: none"> ● Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering 	✓	N/A as no staff are being directed, who require public transport, to travel between our 2 campuses	low
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	<ul style="list-style-type: none"> ✓ Parents/carers and pupils are encouraged to walk or cycle to the school where possible. 	✓	Shared in correspondence to parents/carers	medium

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> ✓ The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours. 	✓	Children will be allocated start and finish times based on the first letter of their surname; on the whole this will allow for managing the issue of children from 1 family being across school However, staff will be in classes 10 minutes before the start of the school day	
	<ul style="list-style-type: none"> ✓ Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	✓	Shared in correspondence to parents/carers	
Organising the school day	<ul style="list-style-type: none"> • Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. 	✓	As above	
	<ul style="list-style-type: none"> • Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	✓	As above, and shared within parent/carer correspondence supported by posters around school	low
	<ul style="list-style-type: none"> • Break times including lunch are staggered so that all pupils are not moving around the school at the same time. 	✓	Rotas for 'bubbles' in place	
Foyer / Reception	<ul style="list-style-type: none"> • Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage. 	✓		
	<ul style="list-style-type: none"> • Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed. 	✓	System of one in one out has proven to be effective to date	low
	<ul style="list-style-type: none"> • Existing reception screens are kept in the closed position wherever 	✓	Within staff protocols	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted)			
Office (Reference)	<ul style="list-style-type: none"> Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals. 	✓	Office Manager and Admin to be in each school office, with layout adjusted to allow for social distancing; where this is difficult Perspex screens have been procured	low
	<ul style="list-style-type: none"> The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. <p>If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk:</p> <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face to-face). 	✓	As above	
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	✓	Within office protocols	
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible. 	✓	Until further notice all meetings held will be virtual	low
	<ul style="list-style-type: none"> Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). 	✓	Key message in correspondence to parents and on a list of protocols for staff is that no face to face meetings will be held This message has been reiterated to staff; SLT will decide any special dispensations to allow any face to face with vulnerable families;	

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	<ul style="list-style-type: none"> • Pens, documents and other objects are not shared. • Hand sanitiser is provided in meeting rooms. • Meetings are held outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, floor signage is used to help people maintain social distancing. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>safeguarding protocol created for Social Care when carrying out school visits</p> <p>This has been added to staff protocols</p> <p>Not required due to above series of actions</p>	
Staff room	<ul style="list-style-type: none"> • Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures: <ul style="list-style-type: none"> ○ Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating. ○ Stagger staff breaktimes ○ Instruct staff not to congregate at the kitchen area. • Notices promoting hand hygiene and social distancing are visibly placed in the staff room. 	<p>✓</p> <p>✓</p>	<p>HoS to review and school timetable includes staggered break and lunch times.</p> <p>Where staffroom requirements are exceeding capacity HoSs will designate alternative areas</p> <p>Signs visible in kitchen area of staff room</p>	low
Corridors	<ul style="list-style-type: none"> • Movement around the school site is kept to a minimum. • Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 	<p>✓</p> <p>✓</p>	<p>Timetables support this action</p> <p>N/A due to the above</p>	low
Classrooms	<ul style="list-style-type: none"> • Small adaptations are made to the classroom to support distancing where possible. This include: <ul style="list-style-type: none"> ○ seating pupils side by side and facing forwards, rather than face to face or side on. ○ moving unnecessary furniture out of classrooms to make more space if necessary. 	<p>✓</p>	<p>HoSs to undertake a review of each classroom layout with the class teacher</p>	medium

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	<ul style="list-style-type: none"> Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal. This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer. 	✓	Reiterated in staff protocols Pupils with SEND will have individualised risk assessments to support staff with the child's safe provision	
	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate). 	✓	In staff protocols	
	<ul style="list-style-type: none"> DfE recommend that groups the size of a full class are implemented in primary schools. (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles') 	✓	Heathfield will operate campus specific phase bubbles: Kersall Drive: F1 F2 KS1 but a mini-bubble with class next door LKS2 but a mini-bubble with class next door UKS2 Scotland Road: EYFS KS1 LKS2 UKS2	
	<ul style="list-style-type: none"> The bubble groups (pupils) do not mix with other bubble groups throughout the school day as much as possible. Mixing into wider groups for specialist teaching is allowed. 	✓	Within staff protocols	
	<ul style="list-style-type: none"> Classrooms are accessed directly from outside where possible. 	✓		
	<ul style="list-style-type: none"> Pupils occupy the same classroom throughout the school day 	✓	Where some movement takes place to deliver the curriculum pupils will take with them their	

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	<p>where possible. Where different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy.</p> <ul style="list-style-type: none"> Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary. 		<p>own equipment and staff will wipe down desks</p> <p>N/A</p>	
Lunchtime arrangements	<ul style="list-style-type: none"> A range of measures are considered and implemented to reduce the risk of transmission and contamination: <ul style="list-style-type: none"> Lunches are served and eaten within the bubble classroom Several lunch sittings are organised. The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures. Midday Supervisors are allocated to the lowest number of consistent bubble groups. Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory). 	✓	<p>EYFS to continue to use grab bags in their classroom</p> <p>Phase bubbles will dine and play at the same time; however, to further reduce the risks of transmission the dining hall will be arranged to seat children in their class group</p> <p>MDSA staff will deal with waste, with a waste station available per bubble</p> <p>MDSAs will continue to take meals to tables where cutlery is already set out</p>	low
Curriculum	<ul style="list-style-type: none"> CLEAPSS Guide Organising and managing hands on activities in science, D&T and art in a partially reopened primary school is followed. Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. 	✓	<p>Guidance disseminated to all via SharePoint</p> <p>The timetable promotes regular outdoor learning</p> <p>School will trial pupils having a PE uniform day when due to undertake PE</p>	low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
School hall	<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one bubble group are avoided. 	✓	Assemblies will be on a rota but in phase 'bubbles'	low
	<ul style="list-style-type: none"> Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups. 	✓	Within staff protocols	
Pupil toilets	<ul style="list-style-type: none"> Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. 	✓	Cubicles, in shared blocks, will be labelled to reduce mixed use by children within bubbles	low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission and more easily allow for distance between pupils and staff. 	✓	The timetable promotes regular outdoor learning	low
	<ul style="list-style-type: none"> The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. 	✓	The wooden and rope fixed structures can now be in use for a bubble only NB SR EYFS plastic slide will need to be cleaned each day	
	<ul style="list-style-type: none"> Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix. 	✓	Within staff protocols	
Site	<ul style="list-style-type: none"> The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers. 	✓	KD air handling unit only circulates air within a single room SR meeting room has a air conditioning unit servicing that room only	low

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	<ul style="list-style-type: none"> Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes. 	✓	Staff protocols request that windows and doors remain open	
Breakfast and After School Clubs (Reference)	<ul style="list-style-type: none"> Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents. 	✓	Provision will be set out in the hall before and after school split into quadrants: F2; KS1, LKS2, UKS2	low
	<ul style="list-style-type: none"> Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. 	✓	The above correlates to 'campus phase bubbles'	
Operational issues				
Availability of staff	<ul style="list-style-type: none"> School leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return. The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting. 	✓	Announced in briefing w/e 10 July 2020	low
	<ul style="list-style-type: none"> Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	✓		
	<ul style="list-style-type: none"> Trained staff are available to support pupil personal needs e.g. <ul style="list-style-type: none"> lifting, use of hoists intimate care managing medical needs including medicines 	✓	Supported by individual pupil risk assessments	
	<ul style="list-style-type: none"> Sufficient Physical Intervention trained staff are on site (see "other 	✓		

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	issues" below)			
Supervision	<ul style="list-style-type: none"> Supervision ratios are met (for identified individual pupils) 	✓	In place	low
First Aid	<ul style="list-style-type: none"> Adequate number of first aiders (FAW / EFAW) are on site. 	✓	In place	low
	<ul style="list-style-type: none"> Adequate number of paediatric first aiders are on site. (Ref: Early years foundation stage: coronavirus disapplications and associated risk assessment – this is subject to change) 	✓	In place	
Medication	<ul style="list-style-type: none"> Necessary pupil medication has been returned to school. 	✓	School medication policy applied as normal	low
Catering	<ul style="list-style-type: none"> Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus. 	✓	EHT and SBM have sought reassurances	low
Site Health and Safety Concerns (General)				
Legionella	<ul style="list-style-type: none"> Rarely used outlets have been identified taking into account current usage of taps. 	✓	Flushing has and will continue each week	low
Fire Procedures	<ul style="list-style-type: none"> A fire drill has been organised for early in the school year. 	✓	Drills take place at the start of each term and following any changes to routes/assembly points followed by review	low
	<ul style="list-style-type: none"> No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point). 		SBM will review required changes to exit routes and collection points which will be disseminated in fire plans	
Various site tasks	<ul style="list-style-type: none"> Specific site management tasks are undertaken after re-opening following a lengthy closure*. 	✓	Site Manager has continued to discharge all duties at both campuses	low
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	<ul style="list-style-type: none"> The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. 	✓	Appendix added to current Positive Behaviour Management Policy http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/Behaviour-policy-	low

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	<p>The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND section below).</p> <ul style="list-style-type: none"> The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. 		<p>appendix-Sept-20.docx</p>	
SEND pupils	<ul style="list-style-type: none"> Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site. Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities. Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>SENDCOs will ensure these are undertaken in partnership with assigned TAs prior to pupils returning</p> <p>SENDCOs will determine such arrangements in partnership with parents/carers</p> <p>SENDCOs will oversee all such requirements</p>	<p>low</p>

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	<ul style="list-style-type: none"> Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. 	✓		
Staff welfare and staff redeployment	<ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. 	✓	Well-being opportunities will continue to be signposted to all staff RA will be disseminated on SharePoint for consultation and staff will be asked for comment	low
	<ul style="list-style-type: none"> Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. 	✓	Line Managers will take a lead with such discussion/support	
	<ul style="list-style-type: none"> Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy). 	✓	As above Nottingham Schools Trust includes guidance on their website for managing bereavement www.nottinghamschoolstrust.nottingham.org.uk All members of staff have also undertaken training unit within Educare	
	<ul style="list-style-type: none"> Telephone counselling services are available. 	✓	Through both SAS insurance and NCC Pam Assist	
	<ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with 	✓	As is custom and practice at Heathfield	

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	<p>SEND.</p> <ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>	✓		
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus support pupils with approaches to improving their physical and mental wellbeing The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. 	✓	HoSs to be vigilant for such need and offer support and reassurance as required Protocols shared with parents/carers and placed on school website supported by video to exemplify changes to campus layout and classrooms	
	<ul style="list-style-type: none"> The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus support pupils with approaches to improving their physical and mental wellbeing 	✓	Both Learning Mentors have ensured their knowledge base has remained current and will provide appropriate targeted support	low
	<ul style="list-style-type: none"> The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. 	✓	SLT to closely monitor	

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	This is monitored and appropriate proactive and reactive measures taken.			
Other Issues				
Contingency plans for outbreaks	<ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans are in place. 	✓	Phase Leaders will maintain responsibility for this	low
	<ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education. <p>Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.</p>	✓	As above P6P Senior Leaders Group has this as an area for consideration in the new academic year	
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> Expired group and individual training certificates have been identified. <p>Some training may be available via virtual learning (Teams, Zoom, Meet)</p> <p>Some refresher requalification training may be available via eLearning.</p>	✓	Office Manager (SW) is overseeing this and negotiating training opportunities	low
	<ul style="list-style-type: none"> HSE has agreed a final deadline for first aid requalification for these qualifications of 30 September 2020. 	✓	Noted	
	<ul style="list-style-type: none"> There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate. 	✓	Noted	
	<ul style="list-style-type: none"> For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. 	✓	Noted	

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Incident Reporting	<ul style="list-style-type: none"> If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting system and to the HSE according to RIDDOR requirements: https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	✓	SBM informed of this requirement	low
Safeguarding	<ul style="list-style-type: none"> DSL or a deputy always available during school hours for staff.† 	✓	Heathfield has a large DSL Team	low
	<ul style="list-style-type: none"> DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. 	✓	Safeguarding Officer and Learning Mentors will manage such need	
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	✓	Weekly briefings will continue to provide updates with changes in different coloured font; staff will be asked to pass any comments or perceived difficulties/challenges to line managers so that SLT can consider these at weekly RA reviews	low

Are there any other foreseeable hazards associated with the Covid-19?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
Heathfield is a split site school	Unless in an emergency, staff will be asked to not move between campuses during a school day	low
MDSA and Breakfast Staff	Such staff who serve food wear tabbards. We request that these are put on upon arrival at school and removed just before leaving the premises.	low

*** Reopening after a lengthy closure:**

- ✓ Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- ✓ Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- ✓ Check your fire safety systems including making sure:
 - all fire doors are operational
 - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

† Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

ASSESSED BY (Print name)
Gary Fullwood

SIGNED

DATE
13 July 2020