



**Coronavirus (COVID-19): Supplementary Risk Assessment for schools from the beginning of the Spring Term 2021
(Phase 3)
for Lawley Primary School**

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| Assessment conducted by: Carol McQuiggin and Tricia Wilkin | Job title: Headteacher and Business Manager | Covered by this assessment: The staff, pupils, parents/carers and visitors |
| Date of assessment: 5 th January 2021 | Date of next review: 22 nd February 2021 | This document was written on 4 th January 2021 and you must ensure you are completing the newest format |

The sole purpose of this supplementary risk assessment is to support schools for all pupils in all year groups from the beginning of the spring term 2021, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This supplementary risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a full comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
 - As of 5th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.
 - <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
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| Key: | |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken |
| Risk Description: | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs. |
| Risk Controls: | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information> |
| Impact: | Could be L/M/H or numeric, depending on what is used in the school setting. |
| Likelihood: | Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. |
| Responsible person: | The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign Date Chair of Governors sign Date |
| Completion Date: | The date by which required plans for controls will be in place.. |

| Risk Description/Area of Concern | Level of risk prior to control <> | Risk Controls | Level of risk is now <> | Likelihood <> | Responsible person | Planned completion Date | Comments / Actions needed |
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| The school lapses in following national guidelines and advice, putting everyone at risk | Low | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | CM | Daily ongoing from 1 st September 2020 | TW |
| Clinically Extremely vulnerable (CEV) individuals | High | Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus Staff - Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. As from 5 th January 2021 staff that have been identified as | Low | Low | TW | 5 th January 2021 | CM |

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| | | <p>CEV have been asked to shield again should work from home if their role allows, if there role does not allow working from home they should remain at home and not attend the work place.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p>Pupils – As from 5th January 2021 pupils that have been identified as CEV will be reviewed to identify if they are still considered CEV, if they are, they will be asked to shield again and should not attend school.</p> | | | | | |
| Clinically Vulnerable staff and pupils | High | <p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre</p> | Medium | Medium | TW | Daily and ongoing from 1st September 2020 | CM |

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| | | <p>distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>See further guidance in CEV and CV guidance and up dated risk assessment</p> | | | | | |
| Poor hygiene practice in school - General | Medium | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <ul style="list-style-type: none"> • cleaning schedule put in place that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms and shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal | Low | Low | CM/Cleaner | Daily and ongoing from 1st September 2020 | TW |

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| | | <ul style="list-style-type: none"> • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • Ensuring that you understand contact time for cleaning chemicals • That any cleaning chemical is appropriate for the task being used for • Undertake a COSHH assessment if using new products | | | | | |
| Hand Hygiene | Low | <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <ul style="list-style-type: none"> • Regularly review that the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use is taking place given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands | Low | Low | Class Teachers/ LTS | Daily and ongoing from 1st September 2020 | CM |

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| | | <p>properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <ul style="list-style-type: none"> • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them | | | | | |
| Poor hygiene practice – specific – school entrance and office spaces | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Medium | Medium | NT/SN | Daily and ongoing from 1st September 2020 | TW |
| System of Controls - Prevention | High | <p>Prevention</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>2) Where recommended, the use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> | Medium | Medium | CM/Cleaner | Daily and ongoing from 1st September 2020 | TW |

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| | | <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>8) Always keeping occupied spaces well ventilated.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances</p> | | | | | |
| System of Control - Responsive | High | <p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form https://apps.telford.gov.uk/testandtrace/</p> <p>Follow guidance for use of NHS test and trace app within school</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident</p> | Medium | Medium | CM | Daily and ongoing from 1st September 2020 | TW |

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| | | <p>Management Team meetings as requested by HPH or PHE</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p> | | | | | |
| Poor hygiene practice – specific - spread of potential infection at the start of the school day. | High | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Staggered start of day the school day arrangements reviewed</p> | Medium | Medium | CM | From the 1 st of September | TW |
| Poor hygiene practice – specific – toilet/changing facilities. | High | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> | Medium | Medium | CM/Cleaners | Daily and ongoing from 1st September 2020 | TW |
| Poor hygiene practice – specific - end of the school day. | Medium | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Staggered end of the school day arrangements reviewed</p> | Low | Low | CM | Daily and ongoing from 1st September 2020 | TW |
| Ill health in school. | High | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature ➤ A new continuous dry cough | Medium | Medium | CM/First Aider | Daily and ongoing from 1st September 2020 | TW |

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| | | <ul style="list-style-type: none"> ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms <p>They must 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 and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <ul style="list-style-type: none"> • Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option " local Authority required me to test" <p>If a school doesn't have its own Rapid testing facility then asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> | | | | | |
| Local restrictions tiers and National Lockdown | High | As of 5 th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All | Medium | Medium | SK | 5 th January 2021 | CM |

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| Additional implications | | <p>other children will learn remotely until February half term.</p> <p>Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the Local restriction tiers: what you need to know guidance.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as</p> | | | | | |
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| | | <p>staggered start times to reduce travel during rush hour.</p> <p>Review PE, sport and physical activity in school/s moved into tier 4</p> <p>Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p> <p>Schools in local restriction tier 3 and 4 areas should not host performances with an audience</p> | | | | | |
| Personal Protective Equipment | High | <p>Provision of PPE reviewed</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> | Medium | Medium | TW | Daily | CM |
| Face coverings | High | <p>Ensure where there is a need for face coverings in the school the control is implemented</p> <p>Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth</p> | Medium | Low | TW | As needed | CM |

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| | | <p>Where recommended, use of face coverings in schools - See further advice in the Face Coverings guidance.</p> <p>Schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.</p> <p>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does</p> | | | | | |
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| | | <p>not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Exemptions -Some individuals are exempt from wearing face coverings.</p> | | | | | |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | Medium | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Bubble sizes and how we manage them throughout the school day reviewed. Bubble sizes should be kept as small as possible with the school aiming to keep numbers below 15% with a maximum of 10 children per adult. The school has written to all parents asking for proof of being a key worker to limit numbers and regularly reminds them of the criteria and need for keeping the numbers low via emails and the fortnightly newsletter. The attendance of the vulnerable children is managed by the school so support is given where needed.</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining</p> | Medium | Low | SK | 5 th January 2021 | CM |

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| | | <p>distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>Things that should be considered include:</p> <ul style="list-style-type: none"> • use of seating plans to ensure that you can identify contacts . Pupils should keep to the allocated seat wherever possible • Mark 2m around the staff member's desk and teaching area. This acts as a good cue to all to remind of the 2m social distance that is needed. • Look at staff room layouts and organise to ensure that 2m social distance can be maintained. • Think about location of shared use equipment such as photocopiers and laminators etc. to ensure that they have 2m social distance around them. • Staggered start and finish times to reduce congestion at entrances and school gates • Management of pupils in and out of classrooms and communal areas • Management of any exam situations | | | | | |
| Mental Health and Wellbeing for pupils | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls | Medium | Medium | IW/KR | 5 th January 2021 | CM |

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| | | you previously applied to ensure they are still effective. | | | | | |
| A pupil is tested and has a confirmed case of coronavirus. | Medium | In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub | Medium | Medium | TW | 5 th January 2021 | CM |
| Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff | Medium | Consider how you facilitate non face to face learning <ul style="list-style-type: none"> • Lawley is using a rota for face to face teaching with reserve members of staff to reduce the risk of having insufficient staff. <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> | Medium | Low | SK | 5 th January 2021 | CM |
| Pupil movement between lesson, at break time and lunchtime increases the risk of infection. | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. <ul style="list-style-type: none"> • Staggered breaks and lunch times prior to eating lunch • Ventilation of any dining hall or canteen • Cleaning of dining hall or canteen in between sittings- ensuring that sufficient time is allowed for the cleaning chemical to be effective | Medium | Low | SK | 5 th January 2021 | CM |
| Spread of infection in classrooms/ shared areas. | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Medium | Low | SK | 5 th January 2021 | CM |

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| | | <p>Bubble sizes and how we manage them throughout the school day reviewed.</p> <p>Where there is a need for face coverings in the school the control is implemented</p> <p>Any equipment that is frequently used and is cleaned after use</p> <p>2m social distancing in all areas of the school and monitored</p> <p>Ventilation within the school reviewed</p> | | | | | |
| <p>Ventilation</p> <p>Keeping occupied spaces well ventilated</p> | Medium | <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>Ventilation within the school reviewed</p> <p>See further information in Ventilation guidance</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems) • natural ventilation <p>All windows (and doors where applicable) are opened at the start of the day.</p> <p>Parents are advised to send their children in wearing extra layers.</p> | Medium | Low | All staff | 5 th January 2021 | CM |
| Music Lessons | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls | Medium | Low | CP | 5 th January 2021 | CM |

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| | | you previously applied to ensure they are still effective | | | | | |
| Physical Activities | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Review PE, sport and physical activity is school/s moved into tier 4 | Medium | Low | BJ | 5 th January 2021 | CM |
| Breakfast club/After school provisions | Medium | Review any Wrap around care and extra curriculum activities - can they take place safely? Ensure class bubbles are adhered too during this provision Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers. | Low | Low | BC/ASC staff | 5 th January 2021 | CM |
| Poor pupil behaviour increases the risk of the spread of the infection. | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | Class Teachers | 5 th January 2021 | CM |
| Pupils with complex needs are not adequately informed or safely supported. | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | SK/KR | 5 th January 2021 | CM |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | SK/KR | 5 th January 2021 | CM |

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| Increased number of safeguarding concerns reported after lockdown. | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | SK/KR | 5 th January 2021 | CM |
| Emergency evacuation due to fire etc. | Low | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Continue to monitor impact on school. | Low | Low | TW | 1 st September 2021 | CM |
| Cleaning is not sufficiently comprehensive. | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. <ul style="list-style-type: none"> • cleaning schedule put in place that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • 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 <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> | Medium | Medium | TW | 1 st September 2020 | CM |

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| | | <p>Review any equipment that is frequently used and how it is cleaned after use</p> <p>Ensure that we have sufficient staff on site to undertake all cleaning identified in this RA</p> | | | | | |
| Contractors, deliveries and visitors increase the risk of infection. | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Medium | Medium | TW | 1 st September 2020 | CM |
| Professional Visitors | Medium | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Medium | Medium | TW | 1 st September 2020 | CM |
| Transport | Medium | <p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Follow the transport guidance</p> | Low | Low | TW | 1 st September 2020 | CM |
| First Aid Care | High | Ensure appropriate PPE is worn when giving first aid to children and review all controls you previously applied to ensure they are still effective. | Medium | Medium | SN | 1 st September 2020 | CM |
| Educational Visits | High | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | Low | Low | SK | 1 st September 2020 | CM |
| Environmental and building risks if your school does partially/ completely close | Medium | <p>Thoroughly clean all equipment/areas before reopening.</p> <p>Review any maintenance requirements</p> <p>Test fire alarms and evacuation procedures</p> <p>Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks</p> <p>Playground equipment</p> <p>For further advice check with the BiT team</p> | Medium | Medium | TW | 1 st September 2020 | CM |

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| Remote Learning | Medium | <p>Record against a neutral background</p> <p>Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)</p> <p>Dress like they would for school – no pyjamas!</p> <p>Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen</p> <p>Use professional language</p> <p>If teachers have a personal account where they've created playlists, ask them to set up a separate work account.</p> | Low | Low | SK | 5 th January 2021 | CM |
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