

What are the hazards which may be caused?	Recommended Controls/Mitigation and Protective Measure	In place	Responsibility	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	Health and Safety Policy has been updated in light of the COVID-19 advice - Health and Safety Policy - Infection Control Policy (Within H/S policy) - First Aid Policy	Y	HT/LGB	20.6.20	L
	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Y	All Staff	20.6.20	L
	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training = N/A, PPE training set w/c 8.6.20, Additional cleaning of frequently used surfaces for support staff 1.9.20	Y	Offered to all staff	1.9.20	L
	The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE	Y	Staff forwarded updates where relevant to Primary	20.6.20	L
	Staff are made aware of the school's infection control procedures in relation to coronavirus via email; staff meeting showing video of measures - revisit 1.9.20 with teams walking through measures	Y	SLT/Admin	1.9.20	L

Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Y	All staff	Ongoing	L
If unwell at school with new continuous cough, or a high temperature or has loss of change in their normal taste or smell they will be sent home; get tested, stay at home for 10 days excluding day of onset , Other family members in the same household should self-isolate for 14 days.	Y	Procedures in place &	Ongoing	L
For any confirmed cases school will follow PHE guidance, outlined in flowcharts displayed in admin areas, with regards to tracing contacts, including those in the same bubble.	Y	Trust guidelines in place	Ongoing	L
Pupils are made aware of the school's infection control procedures in relation to coronavirus through daily briefings using ebug resources https://e-bug.eu/ and are informed that they must tell a member of staff if they begin to feel unwell;	Y	All staff	Ongoing	L
The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. (Confidentiality of external communication)	Y	All staff	Ongoing	L
Acceptable use of mobile devices - signed by staff through google doc and in every teaching space and staff space throughout the school - updated in line with full opening: assemblies, remote learning, emergency use	Y	All staff	1.9.20	L
Staff are made aware of raising concerns through google form, whistleblowing policy and communication strategy to raise concerns	Y	All staff	1.9.20	L

Admin staff to check 'raising concerns' daily and notify SLT	Y	Admin	Daily	L
There is an addendum to the Behaviour, Attendance and Feedback policies	Y	RDe/HTu	20.6.20	L

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Minimising contact	There are a number of essential measures in place to reduce the risk:	Y	All staff	September 2020	L
	Year group bubbles in place - according to government guidelines	Y	SLT to monitor	September 2020	L
	The timetable is revised to implement where possible: -Plan for lessons or activities which limit movement between areas; Bubbles have classroom area, timetabled outside zones and own exit/entry -Assemblies online -Break times and lunch times are staggered so that all children are not outside at the same time; -Drop-off and collection times are staggered; -Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; -Bubbles of children - classes are together throughout the day. and at lunch/break times - year group bubbles in order to avoid mixing with other bubbles;	Y	No movement in school as ch each lunch in classrooms	September 2020	M
	Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere.	Y	Class Teachers/Site team to support	September 2020	L
	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts or seams) are removed;	Y	Class Teachers	September 2020	L
	The same teacher(s) and other staff are assigned to each class and, as far as possible, these stay the same during the day and on subsequent days; with the exception of PPA and Leadership release time. -Orchard group to run during mornings and lunchtimes - 2m social distancing at all times. - Hand hygiene in place when exiting Orchard bubble into class bubble. - Daily attendance log of staff and children kept to ensure contact tracing compliance	Y	Orchard Staff	September 2020	M

	<p>PPA and leadership time timetable in place. Adults will be working across bubbles:</p> <ul style="list-style-type: none"> - Hand hygiene - before entering bubble and when exiting the bubble - Maintain social distancing - PPA linked with PE days - planned outdoor activities with PPA staff - PPA staff maintain contact tracing log through individual diaries 	Y	All staff	September 2020	L/M
	<p>Children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</p> <ul style="list-style-type: none"> - Interventions will run within year groups, 	Y	All staff	September 2020	L
	<p>Mixing within education or childcare setting is minimised by:</p> <ul style="list-style-type: none"> - accessing rooms directly from outside where possible; - 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 -N/A - staggering lunch breaks and children and young people clean their hands beforehand and children are brought their lunch in their classrooms (R, Y3/4) and halls Y5/6 Y1/2; -The number of children using the toilet at any one time is monitored; 	Y	All staff	September 2020	L
	<p>The use of shared space such as halls is limited and there is cleaning between use by different groups - N/A no plans to use at present</p>	Y	Classes have external doors	September 2020	L
	<p>The use of staff rooms and offices is staggered to limit occupancy- PPA during the afternoons - staff may have the option to have PPA during the afternoons at home provided passwords in place.</p>	Y	SLT to monitor	September 2020	L

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Hygiene Practice	The COVID-19: cleaning of non-healthcare settings guidance is followed;	Y	Cleaning Team	1.6.20	L
	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments; ALL bubbles have hand sanitiser on 'sniffle stations'	Y	Caretaker/Cleaning	1.6.20	L
	Surfaces that children and staff are touching, such as doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; 2x daily - once during the day and after school: - Areas of the school are zoned - staff not directly with pupils clean frequently touched surfaces - Antibacterial wipes are available for 'on the go use such as toilets/kettles/microwaves - Cleaners employed to clean 1x extra session during the day	Y	Cleaning Team	1.6.20	L
	All adults and children are told to: (Daily video for pupils to watch) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Y	Class Teachers	1.6.20	L
	Help is available for children who have trouble cleaning their hands independently; (Verbal guidance and modelling)	Y	All adults	1.6.20	M
	Young children are encouraged to learn and practise these habits through games, songs and repetition;	Y	All staff	1.6.20	M
	Bins for tissues are emptied during the school day if there is a suspected C-19 case.	Y	Caretaker	1.6.20	L

Children will have their own frequently used resources accessible on the desk. The use of shared resources such as maths equipment and other equipment is limited to within bubbles and disinfected where not possible to avoid;	Y	Cleaning Team	1.6.20	L
Play equipment is cleaned between uses when used by different bubbles;	Y	Cleaning Team	1.6.20	L
Sports coaches using equipment: Sterilising equipment between pods, and each student having their own equipment.	Y	CLA	11.6.20	L
The amount of shared resources that are taken and brought in from home is limited; If children take books home they are popped back in a quarantine for 72 hours.	Y	Class Teachers	1.6.20	L
All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; Windows opened first thing in the morning	Y	Class teachers - see staff charter	1.6.20	L
Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; this applies to internal classroom doors	Y	Class Teachers	1.6.20	L
Posters are displayed throughout the school reminding staff, pupils and visitors to wash their hands, e.g. before entering and leaving the school.	Y	SLT	1.6.20	L
Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.	Y	Caretaker	1.6.20	M
Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use	Y	Caretaker	1.6.20	L
Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Updates forwarded to staff where relevant	Y	Caretaker	1.6.20	L
Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Y	All adults	1.6.20	M
Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. No bar soap in school.	N/A	N/A	1.6.20	L
Where staff are available, younger pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.	Y	SMSA/Bubbles share TA	1.6.20	L
Grab and go/ packed lunch is provided -pupils do not share cutlery, cups or food.	Y	Kitchen	1.6.20	L
All utensils are thoroughly cleaned before and after use - N/A	N/A	N/A	1.6.20	M

Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Y	Cleaning team/caretakers	1.6.20	M
The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Y	All staff	1.6.20	L

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Ill Health	Staff, pupils, parents and visitors are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus - Posters displayed in school, vigilance and regular weekly briefings	Y	Leadership Team/SLT	1.6.20	M
	Any pupil/staff who displays signs of being unwell is immediately referred to SLT/Admin team via email/Phone message	Y	Leadership Team	1.6.20	M
	Staff act in line with the Infection Control Policy (health and Safety policy/First Aid policy) and ensure that any unwell pupils are moved to the designated room (meeting room) whilst they wait for their parent to collect them.	Y	Leadership Team	1.6.20	M
	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Y	Leadership Team	1.6.20	M
	School has in place an Outbreak Management Team to support their processes for suspected cases, confirmed cases and outbreaks.	Y	Leadership Team/Admin staff	1.6.20	L
	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. PHE/ Local Authority flow charts used to assist - procedures for dealing with case will be followed.	Y	Leadership Team/Admin	1.6.20	L
	The parents of an unwell pupil are informed as soon as possible of the situation by the Admin team.	Y	Leadership Team	1.6.20	L
	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy(health and Safety policy/First Aid policy).	Y	Cleaning Team	1.6.20	M
	Unwell pupils who are waiting to go home are kept in an area (The meeting room) where they can be at least two metres away from others.	Y	Leadership Team	1.6.20	L
	Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated - contact with the site manager will be made to arrange this.	Y	Leadership Team	1.6.20	L

	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection - these will then be cleaned thoroughly as above.	Y	Leadership Team/Admin	1.6.20	L
	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Y	Parents	1.6.21	L
	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy - N/A	Y	Admin Team	1.6.22	L

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Spread of infection	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance - PPE available in all classrooms and visors/face masks in central area - PPE store	Y	Caretakers/Cleaning Team	1.6.20	M
	Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units - Daily Video and regular reminders.	Y	Class Teachers	1.6.20	M
	Pupils wash their hands after they have coughed or sneezed.	Y	Class Teachers	1.6.20	M
	Parents are informed via the website , regular newsletters and posters not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus	Y	Leadership Team	1.6.20	L
	Children who have displayed symptoms of coronavirus must follow NHS/PHE guidance. We will liaise and follow guidance (from Public Health England, Local Health Protection Team , Local Authority and Greenshaw Pupils)	Y	Caretakers	1.6.20	L
	Contractors complete checklist on arrival	Y	Caretakers	1.6.20	L
	High risk pupils RA in place with individual control measures in line with behaviour policy - regular review meetings with parents	Y	Caretakers/Admin	1.6.20	L
	Swimming will be 'paused' during the Autumn term - this will be reviewed end of Term 2.	Y	PE Coordinator	1.6.20	L
	In order to support safety and hygiene on stairs - different bubbles to use different handrails as denoted by signage and tape.	Y	Caretakers	1.6.20	L
	There will be 3 rooms allocated for staff break use - this will be limited to a maximum number of staff and time to ensure fair use for all.	Y	All staff	1.6.20	L
	Partner classes (same bubble) will be used if children require withdrawal from lessons.	Y	All staff	1.6.20	L

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Management of infectious disease	Staff are vigilant and report concerns about a pupil's symptoms to Admin team/SLT	Y	All Staff	1.6.20	M
	The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. We will liaise and follow guidance (from Public Health England, Local Health Protection Team, Local Authority and Greenshaw Pupils)	Y	Leadership Team	1.6.20	M
	Social distancing/minimising contact measures are implemented as much as possible: - There are plans in place for the limited movement of children around the school (as above) - Staggered drop off/collection - Staggered play/lunch times with zoned areas	N/A	All Adults PE Coordinator	8.1.20	M
	Head teacher, Deputy Headteacher, School Business Manager and Site Manager monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	Leadership Team	1.6.20	L
	Awareness that additional measures may be required for groups that may be more severely affected by C-19 - use of Equality Impact Assessment and Analysis template.	Y	SLT	1.6.20	L

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Parental Engagement	Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;	Y	Head Teacher	1.6.20	L
	Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) -Staggered start and one way system to continue	Y	Head Teacher	1.6.20	L
	Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Y	Head Teacher	8.1.20	L
	Plans to have a 'family zone' on the KS2 playground so that parents are able to wait for siblings with different staggered times in a safe area.	Y	Leadership Team	1.6.20	L
	Signage to support staggered access.	Y	Caretaker/ SLT	1.6.20	L

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Communication	Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	Y	Leadership Team	1.6.20	L
	All staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;	Y	All staff	1.6.20	L
	The headteacher contacts the Health Protection Team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline -South Gloucestershire flowchart used to support procedures. - PHE guidance will be followed	Y	Head Teacher	Ongoing	L
	School will contact their local health protection team if there are any specific recommendations for their school;	Y	Admin/SLT	Ongoing	L
	School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary - there are templates of letters to be used.	Y	Admin/SLT	1.6.20	L
	There is regular communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;	Y	Caretakers/Kitchen	1.6.21	L
	Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this - Checklists are used for cleaning throughout the day - initial and time.	Y	Caretakers	1.6.22	L
	Staff and parents will be notified in the event of any outbreak via email, and briefings as needed for staff.	Y	Head Teacher	1.6.23	L

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Full Opening	The school regularly communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	Y	Head Teacher	Ongoing	L
	School liaises with any pupils working from home due to shielding	Y	Class Teachers	Ongoing	L
	Contingency plan for pupils' continued education in the event of further school closure due to local lockdown to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Y	Leadership Team	Ongoing	L
	The headteacher works with the IT department to ensure that all technology used is accessible to all pupils – including recording lessons where required.	Y	Head Teacher/ IT	Ongoing	L
	The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Y	Admin/SLT	Ongoing	L
	In the event of a bubble closure or local lockdown, the school will use Edmodo as an online learning platform to deliver online learning, A class email system is in place to support additional communication. Plans are in place to implement Google classrooms.	Y	Class Teachers	Ongoing	L
	Contact registers will be kept in order to comply with NHS Test and Trace to support tracing the spread of the virus and isolate new infections	Y	All Staff	Ongoing	L

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Emergencies	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	Admin	Ongoing	L
	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	Admin	Ongoing	L
	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	Admin	Ongoing	L
	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y	Sent to staff 29.5.20	29.5.20	L

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School Transport	Parents, children and young people are encouraged to walk or cycle to their education setting where possible; regular Facebook reminders /newsletters	Y	IT Lead	1.6.20	L
	Transport arrangements are organised to cater for any changes to start and finish times;	Y	Admin	1.6.20	L
	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; - Confirmed with South Glos Transport	Y	Confirmed with LA by HT	1.6.20	L
	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Confirmed with South Glos Transport	Y	Confirmed with LA by HT	1.6.20	L
	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). Confirmed with South Glos Transport	Y	Confirmed with LA by HT	1.6.20	L

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Staffing	Staff Numbers falling below minimum requirement to meet the needs of pupils and keep staff/pupils safe: - Staff tracker in place to ensure staff availability on site - Cover timetable in place - highlight staff available - TAs t support under direction of partner teacher - Supply agency used if required	Y	Leadership Team	Ongoing	M

School name	Woodlands Primary School		
Assessment carried out by (name/role)	Rachel Dean (HT) Hayley Tunnacliffe (DHT) J Stokes (GLT Site lead)		
Date of assessment	27.8.20	Date of next review	15.9.20