

COVID-19 RISK ASSESSMENT



COVID-19 Risk Assessment
Version 5
May 2021 Review

Saltaire Primary School

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It is the responsibility of all members of staff to ensure this risk assessment is adhered to fully

Government Guidance has provided a system of controls detailing the set of actions schools should take to prevent infection:

Prevention

The school must always:

1. [Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school](#)
2. [Ensure face coverings are used in recommended circumstances](#)
3. [Ensure everyone is advised to clean their hands thoroughly and more often than usual](#)
4. [Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach](#)
5. [Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents](#)
6. [Consider how to minimise contact across the site and maintain social distancing wherever possible](#)
7. [Keep occupied spaces well ventilated](#)

In specific circumstances:

8. [Ensure individuals wear the appropriate personal protective equipment \(PPE\) where necessary](#)
9. [Promote and engage in asymptomatic testing, where available](#)

Response to any infection

The school must always:

10. [Promote and engage with the NHS Test and Trace process](#)
11. [Manage confirmed cases of coronavirus \(COVID-19\) amongst the school community](#)
12. [Contain any outbreak by following local health protection team advice](#)

Additional Guidance:

[Educational Visits](#)

[Attendance of Pupils](#)

[School Workforce](#)

[Fire Safety and Evacuation](#)

[Catering](#)

Potential hazards identified through risk assessment using the risk ratings:

Minor	Moderate	Substantial
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1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school

Area of Control:	When an individual develops coronavirus (COVID-19) symptoms or has a positive test		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are legally required to quarantine, having recently visited countries outside the Common Travel Area they have had a positive test have been in close contact with someone who tests positive for coronavirus (COVID-19) <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) 	Minor

Area of Control: Persons developing Coronavirus symptoms whilst on site			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	<p>If anyone in the school becomes unwell with 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 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 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from the day after the symptomatic person first had symptoms.</p>	Moderate
Children and staff	Moderate	<p>The school has a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school</p> <p>These can be given to parents when the school considers that providing one will significantly increase the likelihood of them getting tested. Home testing kits will be stored in the Headteacher's office and should only be given to parents once agreed with the Headteacher. Home testing kits must not be given directly to the child but handed to the parent when collecting their child from school.</p>	Minor
Children and staff	Substantial	<p>Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Children will need to be supervised whilst this takes place. Members of staff should judge if it is appropriate to wait inside the room with the child. If they consider that the child is safe, the member of staff can wait outside the room until the child is collected, regularly checking on the child's wellbeing during this time. Every effort should be made to ensure that the child is not distressed or unsafe.</p> <p>This waiting area is the Deputy Headteacher's office. During warmer weather, it may be more appropriate to wait in a private area outside.</p>	Moderate
Staff	Substantial	<p>PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask (PPE) should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>PPE will be stocked in a marked box in the Key Stage 1 hall outside the Headteacher's office in KS1, the Key Stage 2 hall and the Key Stage 2 staff room.</p>	Moderate
Children and staff	Moderate	<p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace or they have tested</p>	Minor

		positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school.	
Children and staff	Moderate	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance . Any additional cleaning will be completed by site management staff (MP, NB, Carroll Cleaning Company)	Minor

Area of Control:	Persons developing Coronavirus symptoms whilst on site (2)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. Staff should inform Sarah Scarth immediately if the sanitary facility is used by someone displaying symptoms of coronavirus so that immediate cleaning can be arranged. This sanitary facility will be the Key Stage 2 accessible toilet. This facility should not be used by other children or staff at any time but should be reserved only for the intimate care of children or by children who display symptoms of coronavirus.	Minor
Children and staff	Substantial	Any waste products or resources used by staff or children that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours in the KS1 boiler house before being disposed of via the usual waste route. Sarah Scarth holds a key to the boiler house. The person who has supported the child with symptoms should complete this task. NB the virus cannot survive on a surface for more than 48 hours (72 hours for plastics) according to current guidance.	Minor

2. Ensure face coverings are used in recommended circumstances

Area of Control:			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	Where social distancing is not possible in areas outside of classrooms, members of staff should wear face coverings as much as possible. Government guidance stipulates that face coverings in the classroom should be avoided due to their negative impact on teaching. Staff members and parents should discuss the use of face coverings with class teachers or the headteacher if they have concerns.	Minor
Children and staff	Moderate	Children should not need to wear face coverings when they are in class or when moving around the school. Parents should discuss their concerns with the headteacher if they wish their child to wear a face covering in class. Where this has been agreed, children will require a plastic wallet in which to keep the face covering and should be taught how to safely remove the face covering and put away. If children are required to wear a face covering, they should be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) and then wash their hands.	Minor
Staff	Moderate	It is reasonable to assume that staff will now have access to their own face coverings due to their increasing use in wider society.	Minor

		However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, staff may make use of disposable face coverings which can be found in the PPE storage baskets.	
Staff & Children	Moderate	<p>When wearing face coverings, staff should ensure that they:</p> <ul style="list-style-type: none"> • Clean their hands before and after touching – including to remove or put them on • Store them safely in individual, sealable plastic bags between use 	Minor

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Area of Control: Hand washing and sanitising			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<p>Children should clean their hands thoroughly and regularly using soap and running water or hand sanitiser. This should happen as a minimum:</p> <ul style="list-style-type: none"> • On arrival at school • When returning from playtimes • If they change rooms (not including moving between classrooms in Reception) • Before and after eating <p>Soap and water should be used as much as is practicable.</p> <p>Hand sanitiser, including Ozone, can also be used to alleviate the pressure on the use of sinks. Hand sanitiser can also be used but should only be used by children in the absence of soap and water or if Ozone is not available.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative, particularly for very young children.</p>	Minor
Children, staff and parents	Substantial	<p>Sanitising stations will be provided at key locations around the building including:</p> <ul style="list-style-type: none"> • Reception entrance • Entrance to the hall • Entry points to each building • Next to communal equipment such as photocopiers and printers <p>All staff and visitors MUST sanitise their hands before using the signing in system, the photocopier or any other high usage equipment</p>	Minor
Children, staff and parents	Substantial	Staff must supervise the use of regular hand sanitiser for small children to prevent ingestion. Staff should only use regular hand sanitiser if no alternative is available.	Minor
Children and staff	Moderate	Hand dryers can now be used and there will be plentiful supplies of disposable hand towels which will be replenished throughout the day by site management staff.	Minor

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Area of Control: Promoting good respiratory hygiene			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	Children will be explicitly taught about the importance of hand and respiratory hygiene using the 'catch it, bin it, kill it' approach. Resources will be age-appropriate and teachers will use professional judgement in deciding the best approach to use with their children. The following resources will be a good starting point for working with children: E-bug Information about the Coronavirus (COVID-19)	Moderate
Children and staff	Moderate	Children will be regularly reminded to catch their coughs and sneezes with a tissue or elbow. School has been equipped with lidded bins in each classroom and in key locations around the school. Bins without lids will be taken out of use wherever possible, should not be used until further notice and should be removed from all classrooms. While current restrictions are in place, recycling bins should not be used in classrooms. This is to ensure that used tissues only get disposed of into lids with bins. Bins without lids should not be used to dispose of tissues. Bins will be pedal operated however the lids will require regular sanitising. Teachers and support staff should use Ozone spray to sanitise bin lids – this should coincide with hand washing times. Waste should be double-bagged and disposed of following the usual school procedures. The bins will be emptied during the morning cleaning routine and at lunchtime. This will be done by cleaning staff and site management staff.	Minor
Children and staff	Substantial	Classrooms and other key rooms around school will be provided with a good supply of disposable tissues. Class teachers and support staff should check they have enough tissues available and inform Nikki Baldwin if they require replacement.	Moderate
Children and staff	Moderate	Classroom windows and doors will be kept open whenever possible to aid ventilation.	Minor

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents

Area of Control:	Cleaning (1)		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
		General Cleaning	
Children, staff, visitors	Moderate	The Carroll Cleaning Company (CCC) provide daily, detailed cleaning of the school site, ensuring that the following measures are in place. The daily clean takes place each morning (Monday to Friday) before most staff and children enter the building. The CCC ensure that their staff are appropriately trained and have the necessary risk assessments in school to meet current guidance. School staff should inform Sarah Scarth or Rob Whitehead if they have any concerns about the standard of cleaning in school. If urgent or additional cleaning is required during the day, the school site management staff will provide this.	Minor
Children and staff	Moderate	Wherever possible, surfaces and classrooms should remain clutter-free to ensure fewer items require cleaning and to ensure surfaces can be more easily cleaned.	Minor
Children and staff	Substantial	In case a child coughs or sneezes on a piece of equipment or furniture, each classroom will have a dedicated provision of gloves and cleaning products in appropriate containers so it is easy to pick up and move around the space as required. Standard cleaning products should be stored out of reach of pupils. We also use a cleaning/sanitising product called Ozone which can be safely used with and by children. Cleaning should be carried out using standard cleaning products and / or anti-viral wipes and sprays, including Ozone. Any ad-hoc cleaning by teaching and support staff should use Ozone which is readily available in each classroom.	Moderate
Children and staff	Substantial	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant/bleach or Ozone. A cleaning schedule will be put in place that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • Bins should be emptied throughout the day. • Mid-day cleans/restock of hygiene products across the site to be completed. The following areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as: <ul style="list-style-type: none"> • Photocopiers • Door handles • table/counter tops • computers including mouse and keyboard, 	Minor

		<ul style="list-style-type: none"> • light switches • telephones • chairs • bannisters • shared learning resources or toys • specialist equipment for SEND pupils • toilets and toilet handles • sinks • taps • other areas touched regularly <p>additional cleaning will take place during the day as necessary.</p>	
Children and staff	Substantial	Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Moderate
Children and staff	Moderate	Frequently touched surfaces will be wiped down twice a day – once first thing in the morning as part of the daily cleaning schedule. The second will be completed part-way through the day. This will include: <ul style="list-style-type: none"> • Bathrooms • Communal kitchens 	Moderate
Children and staff	Moderate	In case a child coughs or sneezes on a piece of equipment or furniture, each classroom will have a dedicated provision of gloves and cleaning products in appropriate containers so it is easy to pick up and move around the space as required. Standard cleaning products should be stored out of reach of pupils. We also use a cleaning/sanitising product called Ozone which can be safely used with and by children.	Moderate

Children and staff	Substantial	Shared materials and surfaces should be cleaned and disinfected more frequently.	Moderate
Staff	Moderate	Staff undertaking wider cleaning do not need to wear PPE or clothing over and above what would usually be used.	Minor
		Rooms where a symptomatic person has come into contact including those used for isolating persons displaying symptoms	
	Substantial	As soon as school staff become aware of a person with symptoms of coronavirus being in school, they should inform the HT immediately. This will then trigger the following actions. If the HT is not available, the member of staff should inform the DHT or the SBM.	Minor
Children and staff	Substantial	Where a person has had symptoms of coronavirus, all surfaces the person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.	Minor
Children and staff	Substantial	Rooms used for isolating children or staff who display symptoms of Coronavirus will receive a deep clean before they are used again by any person. Signage will be used to indicate the room should not be used.	Moderate
		Clothing	

Children and staff	Moderate	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. The usual school uniform policy applies. 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.	Minor
		Intimate Care Facilities	
Children and staff	Substantial	Intimate care facilities should be cleaned between use. Intimate care locations are the Reception cloak room and the Key Stage 2 accessible toilet.	Moderate
Staff	Moderate	A dedicated space will be provided for any female members of staff who are breastfeeding and need to express milk. This space will be cleaned thoroughly after each use.	Minor

		Waste & Personal Resources	
		<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be kept (securely) and marked for storage in the KS1 boiler house until the individual's test results are known.</p> <p>It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>Any resources which have been used by the individual should also be stored securely in the designated box provided in the KS1 boiler house for 72 hours.</p> <p>The person who has supported the child with symptoms should complete this task.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste</p>	

6. Consider how to minimise contact across the site and maintain social distancing wherever possible

Controlling access into the school for staff, children and members of the public			
Area of Control:			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Moderate	Start and finish times will be staggered, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups. Trained marshals at key areas of playground ensuring measures are adhered to.	Moderate
Children, staff and parents	Moderate	There are a limited number of entrances and exits to the school site. Therefore, a one way system has been established to manage movement. Entrance to the site will be via the front gate on Albert Road and drive, exit via the top gate onto Clarence Road or via the bottom gate onto Carlton Avenue. School will consult with parents regarding Year 5 and Year 6 children walking home alone. This will alleviate the number of adults gaining access to the site. The nursery pathway and side gate will be locked. Clear and well-placed signage across site to promote logistical changes.	Minor
Children	Substantial	Individual children identified as being at greater risk due to physical impairment, for example, using crutches or a wheelchair, will have a separate risk assessment completed by senior staff. This will be shared with all adults working closely with the individual to ensure appropriate measures are in place.	Minor
Children and staff	Moderate	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. See separate fire safety documentation for details of fire marshalls, etc.	Minor
Parents	Moderate	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. Areas outside drop off / pick up points will be marked with 2m distance markers to help and a queuing system established for pick-up times.	Minor
Children, staff and parents	Moderate	Parents and carers should be advised that only one adult should accompany their child to / from school.	Minor

Children and staff	Substantial	<p>Children should only use their designated access point and travel directly to their classrooms using the one-way, clockwise system (in the Aire Building).</p> <p>Reception In the Salt building, children will enter the building according to their designated registration group – Kahlo will use the Reception cloakroom entrance, Hockney will use the classroom external door.</p> <p>Year 1 and Year 2 In the Salt building, when children arrive, they will enter via the steps, make their way into the building via the main door and exit via the same door. At pick-up, children will be collected from outside the shed area. Start and finish times will be staggered. The gates to the shed will be shut during morning arrival times.</p> <p>Year 3 and Year 4 In the Aire building, Year 3 children enter the building via the lower shed doors and make their way to their classrooms via the one-way system – they should follow this, even if it is a longer route to avoid crossing paths with other children and adults. Year 4 children enter the building on arrival to school via the Earhart classroom door and the stage door.</p> <p>Children always exit the building via the upper shed doors.</p> <p>Year 5 and Year 6 In the Aire building, children enter the building via the lower shed and proceed directly up the first staircase near the kitchen. They should then follow the one-way system around the balcony to their classrooms – they should follow this, even if it is a longer route to avoid crossing paths with other children and adults. Children always exit the building via the staircase near the main entrance and exit via the upper shed doors.</p>	Minor
Children, staff and parents	Moderate	<p>Parents and carers should not come into the school building unless by prior arrangement. The front gate and gate by the Main Office to be shut at all times once the school day has begun. Main Office door to remain closed at all times. Staff to only use the main office to sign in and out of the building. Communication with office staff should be by telephone as much as possible.</p>	Minor
Staff	Moderate	Staff should access and exit through the closest entrance to the area they will be based in.	Minor
Children, staff and visitors	Minor	Inform suppliers, delivery personnel, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. All visitors to the school should be agreed with Sarah Scarth or Rob Whitehead. Sarah Scarth will brief all visitors about the processes to follow while on site.	Minor
Children, staff and visitors	Moderate	Whenever possible, hand sanitiser will be available at entrance points to the building – staff, visitors and children to use them on entry. Ozone (magic water) can also be used as a hand sanitiser.	Minor

Area of Control: Maintain social distancing measures wherever possible			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	A clockwise, one way system for movement around school, into / out of classrooms, use of toilets has been established to avoid paths crossing where possible. This must be strictly adhered to by all adults and children. No running at any time. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	Minor
Children	Substantial	Children who require additional assistance to move safely around the building will be given individual support by an adult at these times.	Minor
Children	Moderate	Children should walk in single file when moving around the building, maintaining a two-metre distance from one another whenever possible. This will not be possible when moving around the building in larger groups, eg. as a whole class.	Minor
Children and staff	Moderate	The halls, corridors and toilets will be supervised throughout the day by members of staff to ensure smooth movement around the school site and keep overcrowding to a minimum.	Minor
		Classrooms / Learning Areas	
Children and staff	Moderate	To reduce the number of contacts between children and staff, groups of children will be kept separate in bubbles. Children will be grouped by class and mixing between classes will be limited however, each bubble will consist of two year group classes, eg. Year 4, Year 5, etc. This is so that members of staff can work across classes to provide support and PPA as required. It will also enable teachers in each year group to plan, prepare and communicate effectively. Mixing of classes in Years 1 to 6 should be avoided wherever possible but can happen if necessary. Classes in Reception will be grouped into one cohorts of approximately 60 children. This is due to the limitations of the building and the nature of classroom provision in the early years. These children require access to provision across both classrooms and the outdoor area. In addition, one of the Reception classrooms is too small to ensure effective early years provision when not used in conjunction with the other areas of provision.	Minor
Children, staff and additional staff	Moderate	Peripatetic teachers and supply teachers are able to attend school as required. They will be informed of the routines and processes in place and expected to maintain social distance as much as possible. Peripatetic teachers have been provided with their own risk assessments by the music service.	Minor
Children and staff	Substantial	Adults should maintain 2 metre distance from each other, and from children if possible, although this may not always be possible, particularly when working with younger children, but adults should try to do this whenever circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.	Minor

		Staff members have ready access to sanitiser, PPE, cleaning materials which can be used to further reduce any risk if working closely with children and other adults.	
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Children and staff	Moderate	When appropriate, classroom desks (if in use) should be laid out so that children can sit side by side facing forwards, rather than face to face or side on. Unnecessary furniture can be removed to make more space.	Minor
Children and staff	Moderate	The use of school libraries should be timetabled for use by children so that use by different groups of children is minimised throughout the week. Teachers and support staff may choose to select books from the library which can be distributed within their classrooms. Adults and children should ensure they have washed their hands or sanitised before handling books in the libraries. Before books are returned to the library, they should be kept securely in a separate area for at least 48 hours so that they are safe to return.	Minor
Children and staff	Substantial	Staff and pupils should stay in the same specified groups (bubbles) throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) Teachers to emphasise the importance of cohorts remaining separate to children from other bubbles, including their own siblings while on site. Adults should ensure a high level of supervision at all times and set clear expectations for not mixing with other children according to the behaviour policy addendum.	Minor
Children and staff	Moderate	Seating plans should be kept by teachers in Years 3 – 6 along with information about friendship groups within the class (those who children are most likely to have socialised with at playtime). In the event of a child or adult testing positive for coronavirus, this information will be used to establish who close contacts of the individual will have been. This may determine whether the entire bubble or a smaller group of children or adults will be required to self-isolate.	Minor
Children and staff	Substantial	Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. If, due to operational issues (such as staff absence) a member of staff is required to work in a different bubble, this will be arranged by a senior member of staff (RW, CE or SS)	Minor
Children and staff	Substantial	Ensure that wherever possible pupils use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the beginning of each day. In the computing suite, children should be instructed not to use the touch screens. Keyboards and mice should be sanitised after use.	Minor
Children and staff	Moderate	Some SEND children may require use of quiet breakout space in The Hub (or other appropriate area) if they are facing difficult circumstances in classrooms. Individual children will be accompanied by a member of staff if this situation arises. Following the use of rooms in The Hub, the member of staff should inform Sarah Scarth of its use so that it can be cleaned before its next use. Any areas known to be used by multiple groups of children (for example, the tables in the Salt Hall) should be wiped down by the adults who have used the area at the end of its usage.	Minor

Children and staff	Moderate	Children who might need to be withdrawn from classrooms, for whatever reason, should be taken to either the HT, DHT or SBM offices where further arrangements will be made. If necessary, this may be logged as close contact for the purposes of track and trace..	Minor
Children and staff	Substantial	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Minor
Children and staff	Moderate	Where possible staff should consider carrying out any necessary closer supervision side on rather than face on.	Minor
		Wraparound Care	
Children and staff	Moderate	<p>Wraparound care will be organised into bubbles so that children attend in small consistent groups, as follows:</p> <ul style="list-style-type: none"> • Reception, Year 1 and Year 2 • Year 3 and Year 4 • Year 5 and Year 6 <p>We will accommodate up to 15 children in each bubble. If the numbers go above 15 in a particular bubble, we will reorganise groupings to maintain small consistent group sizes.</p>	Minor

		<p>Staff should make themselves aware of friendship groups and close contact between children from different year groups and bubbles to help inform self-isolation in the event of a positive case. For example, two children from Year 6 might only socialise with each other during their time at wraparound care but not with any other children. In this case, they should be encouraged to gather or eat in their own area to avoid becoming close contacts of children they would not usually come into contact with during the school day.</p> <p>However, children should not be separated from other children within their wraparound bubble if it would be detrimental to their wellbeing or ability to socialise. For example, one child only from Year 4 who would like to socialise with some Year 3 children – they should be allowed to do this and noted as a close contact.</p>	
Children and staff	Moderate	In the event that a member of wraparound staff or a child within a wraparound bubble tests positive for coronavirus, the school will assess who has been a close contact of the individual, working in consultation with the LA/DfE/PHE. These staff/children will then be required to self-isolate as detailed in section 9 below.	Minor
Staff	Moderate	Staff who are based in different bubbles during the school day (for example Reception and Year 2) can work in these wraparound care bubbles. They should attempt to minimise contact as much as possible. They may be required to self-isolate if someone in their wraparound bubble tests positive (as above).	Minor
		Cloakrooms	
Children and staff	Moderate	If cloakrooms are used, consider how many pupils will be using cloak areas / pegs / lockers and take steps to ensure groups of children do not mix. Rota access to these areas, keep bags and coats with the individual where possible.	Minor

Children, staff and parents	Moderate	Children should 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. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Minor
Children	Moderate	Water fountains will be taken out of use and should not be used by children or adults.	Minor
		Outdoor Areas	
Children and staff	Moderate	Children and staff from different bubbles should continue to maintain social distancing as much as possible when outside and stay within their bubbles. Groups should not mix outside. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.	Minor
Children	Moderate	A separate risk assessment is in place for the general use of fixed playground equipment. The playground equipment should be timetabled for use by different groups of children. Following use, it should be cleaned using Ozone.	Moderate
		Breaks and Lunchtimes	
Children and staff	Substantial	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls. Reception, Year One and Year Two will eat their lunch in the Salt Hall. Key Stage 2 classes will eat their lunch in the Aire Hall. Classes should not mix during lunchtime but remain separate as during the rest of the school day. The kitchen counter and tables should be cleaned between uses by each group. Bubbles should not mix in the dining hall or outside.	Minor
Children and staff	Substantial	Playtime and lunch rotas ensure there is adequate supervision for each group of children. In some year groups (particularly in Key Stage 2) only one adult per year group will be assigned. Adults should ensure they are equipped with a radio in order to seek assistance if required.	Minor
Children and staff	Moderate	Groups of children should avoid mixing during the lunch period however the risk of transmission when outside is much lower so limited interaction between children poses a lower risk than inside.	Minor
Staff	Substantial	Additional members of staff will be available at lunchtime to provide support as required.	Moderate
		Toilets	
Children	Moderate	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	Minor
Children	Substantial	Limit the number of children who use the toilet facilities at one time. Signage will be provided to ensure children are aware of their responsibilities when using the toilets, for example, hand washing, avoiding overcrowding, behavioural expectations. The school code of conduct will reinforce the importance of good and sensible behaviour, especially when moving around the school and going to the toilet.	Minor

Children and staff	Moderate	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Minor
Staff	Moderate	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Minor
Staff	Moderate	For staff toilets it is good practice for staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe or Ozone following a "If You Use It –Spray It" principle.	Minor
Staff	Substantial	Signage to the backs of toilet doors and above sinks will be provided to remind staff to wash their hands and follow the "If You Use It –Spray It" principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Minor
		Staff Areas	
Staff	Substantial	Year group staff will be assigned a staff welfare room. They should ensure the number of people in each room are limited according to the maximum occupancy provided. Reception KS1 Staff Study Year 1 AHT Office Year 2 KS1 Meeting Room Year 3 & 4 KS2 Meeting Room Year 5 & 6 Staff Room	Minor
Staff		Tea and coffee facilities will be provided however it is recommended that staff bring their own cup from home. They may also wish to bring a warm drink in a flask. Staff should observe social distancing in these areas. All rooms to have a maximum capacity label.	Minor
Staff	Substantial	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Spray It" principle with anti-viral wipes or Ozone.	Minor
		Assemblies	
Children and staff	Moderate	Collective worship will take place in year group bubbles only until further notice. This should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. In Key Stage 2, assemblies will take place in the Salt Hall at specified times during the week. Whole school assemblies will take place virtually.	Minor

		Singing	
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Children and Staff	Moderate	Singing in class can now take place with careful consideration to the measures included in this section. This can include small choirs with social distancing measures. In order to achieve this, the following should be in place: <ul style="list-style-type: none"> • Ensure 2 metres distance between singers wherever possible • Use larger, well ventilated spaces, for example, the small or large halls • Use back-to-back or side-to-side singing (avoid face-to-face singing) • Sing outside if possible 	Moderate
Children and Staff	Moderate	If a room is going to be used for singing by different groups of children, the room should be ventilated for at least 30 minutes between uses.	Moderate
Children and Staff	Moderate	When singing, children should sing quietly and intermittently whenever possible for shorter periods of time, eg. 10 to 15 minutes.	Moderate
Children and Staff	Moderate	Out of school choirs can take place but must be limited to 15 children in a group with the same mitigations on social distancing in place.	Moderate
		Communication	
Staff	Minor	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or two-way radios are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Minor
Children and staff	Moderate	We have a number of two-way radios available for use by staff when working in isolation or when outside supervising children. These can be used to ask for assistance as required. Senior staff each have a two-way radio in order to be contacted throughout the day.	Minor
Children and staff	Moderate	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Minor
		Contractors visiting the school site	
Contractors	Moderate	Minimise visits to essential visits and those which cannot be completed effectively remotely e.g to carry out statutory testing, repair work or building works.	Minor
	Moderate	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Minor
	Substantial	Contractors should adhere to social distancing guidelines.	Minor
Contractors	Substantial	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	Minor
	Moderate	If contractors need supervising this should be done following social distancing guidelines.	Minor
	Substantial	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Minor

	Substantial	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Minor
	Moderate	If contractors are on site for long periods of time a separate toilet facility should be identified for their sole use if possible and cleaned after their work has ceased and before being used by the school again.	Minor
	Moderate	Where possible an access / exit point separate to that used by staff and pupils should be used.	Minor
	Substantial	School should still follow procedures for controlling access / security whilst contractors are on site.	Minor
		Deliveries	
Children, staff, delivery personnel	Moderate	On the majority of occasions, deliveries can be left either outside or inside the main office. There may be rare occasions when a delivery needs to be brought into the building due to it's particular size or quantity. If a delivery person is required to enter the building, this should be discussed with Sarah Scarth or Rob Whitehead in the first instance. Wherever possible, deliveries of this nature should take place outside of school hours - before 8:30am and after 3:30pm.	Minor
Children, staff, delivery personnel	Substantial	Delivery personnel should always sign in using the Inventory system if they are required to enter the building (beyond the front office). Staff will be aware of any close contact during the time on site to support track and trace in the event of a positive case in school (or in the case of the delivery person).	Minor

		Lettings, Meetings, Visitors	
Staff, children and visitors	Moderate	Lettings, visitors and on site meetings with external individuals / groups can now take place as long as careful adherence to this risk assessment and government guidance is in place. Remote meetings should still be considered, if appropriate, to reduce the number of external individuals on site.	Minor
		Lettings to external providers of wraparound, sports and holiday activity should ensure that the provider has: <ul style="list-style-type: none"> considered the relevant government guidance for their sector: Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak put in place protective measures Sarah Scarth will seek written reassurance of this before the letting or activity can go ahead.	
	Substantial	Meetings with parents & carers should only go ahead if social distancing and hygiene rules can be adhered to.	Minor
	Substantial	A specific toilet facility should be identified for the use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased.	Minor
	Moderate	Where possible an access / exit point separate to that used by staff and pupils should be used.	Minor
	Substantial	School should still follow procedures for controlling access / security whilst visitors are on site through the use of the Inventory system for signing in and through supervised access when children are on site.	Minor

7. Keep occupied spaces well ventilated

Area of Control:	Engage with the NHS Test and Trace process		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Moderate	Classroom windows and doors should be kept open as much as possible to aid ventilation. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Internal doors can also be propped open to assist with creating a throughput of air. High-level windows can be opened in preference to low level to reduce draughts where possible. Central heating will be set to provide constant heat throughout the school day to counteract cold air from outside.	Moderate
Children and staff	Moderate	During the winter months, staff may choose to increase ventilation while spaces are unoccupied, eg. during playtime and lunchtime.	Moderate
Children and staff	Minor	Children may wear additional suitable clothing to ensure they are comfortable due to increased ventilation.	Minor

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Area of Control:	PPE use by staff and children		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
		Face coverings are not classified as PPE (personal protective equipment).	
Children and staff	Moderate	Government has advised that the majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it. Staff may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	Moderate

Staff	Substantial	An individual risk assessment will be completed for any child who may have difficulty controlling behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed. The risk assessment will determine if any member of staff is required to wear PPE for some or all of the time they are working with the individual and determine the most appropriate PPE for their individual needs and nature of work. The school will keep a register of any children and adults this applies to.	Moderate
Staff	Moderate	Staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members will be risk assessed to determine the safest way of working at school within the current guidelines.	Minor
Staff		If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. If any member of staff considers that an enhanced risk assessment is required, they should discuss this with a senior leader. Staff should use their professional judgement in determining if PPE is required – if they are unsure, they should discuss with a senior leader before completing the task.	
Staff		PPE will be stocked in a marked box in the Salt Building outside the Headteacher's office in KS1, the Aire Building hall and the Key Stage 2 staff room. Please let Sarah Scarth know if you have used any PPE, whether or not the stock has depleted.	
Staff	Substantial	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Minor

9. Promote and engage in asymptomatic testing, where available

Area of Control: Rapid Testing of Staff			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff		All people nationally now have the opportunity to be part of the national rapid testing programme using Lateral Flow (LFD) tests. This is a voluntary process for all people who work in the school including catering and cleaning staff. Participating staff will take the test twice a week (usually Monday and Thursday) before coming to school. A separate risk assessment is in place with specific actions linked to the testing regime.	
		Staff will need to report the outcome of each test via the Government website and by informing Sarah Scarth using test@saltaire.bradford.sch.uk . They should take action according to the outcome of the test as follows:	
	Substantial	Positive result: <ol style="list-style-type: none"> Do not attend work Inform Sarah Scarth of the positive outcome Book a PCR test: book a test Record the result on the Government website Attend PCR test and await result – do not attend school until the result of the PCR is known Inform Sarah of the outcome of the PCR test and take action as above <p>If a positive result is returned from a Lateral Flow test, the school will need to determine if any member of the school community has been a close contact of the positive test. Any close contacts should be sent home to self-isolate until the outcome of the PCR test is known. If the PCR result is negative, the person taking the test and all close contacts can return to school as usual. If the PCR test is positive, the measures detailed in section 1 of this risk assessment should be followed.</p>	Minor
	Minor	Negative result: <ol style="list-style-type: none"> Attend work as usual Inform the Government and Sarah of the negative outcome 	Minor
	Substantial	Void result: <ol style="list-style-type: none"> Take a second test Take action according to the positive and negative outcomes above If the second test is void, do not go to work and book a PCR test Inform the Government and Sarah of the void outcome Attend PCR test and await result Inform Sarah of the outcome of the PCR test 	Minor

	Moderate	<p>Staff taking part in the programme who get a negative result do not need to inform Sarah of the outcome before travelling to work. They should record their result with the Government website and Sarah as soon as it is practical to do so though.</p> <p>Staff who receive a positive test result should not travel to work at all but book a PCR test as soon as possible.</p>	Minor
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10. Promote and engage with the NHS Test and Trace process

Engage with the NHS Test and Trace process			
Area of Control:			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and parents	Substantial	<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> book a PCR test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> a high temperature a new continuous cough a loss or change to your sense of smell or taste self-isolate immediately and not come to school if: <ul style="list-style-type: none"> they develop symptoms they have been in close contact with someone who tests positive for coronavirus (COVID-19) anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) they are required to quarantine having recently visited countries outside the common travel area they have been advised to isolate by NHS test and trace or the PHE local health protection team provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	Moderate
Children, staff and parents	Substantial	Parents and staff should inform the school office immediately of the results of a test by telephone or by emailing covid@saltaire.bradford.sch.uk .	Minor
Children, staff and parents		If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.	
Children, staff and parents	Substantial	If someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 10 days from	Moderate

		the day after the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill or the day after their positive test result if asymptomatic. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.	
Children	Minor	The school will not request evidence of a negative test result or other medical evidence before welcoming children back to school after a period of self isolation. Any decision to agree or refuse a child's return to school following a period of self-isolation will be made by the headteacher, based on careful consideration of the symptoms the child presents and based on public health advice.	Minor

11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Area of Control:			
Persons developing Coronavirus symptoms whilst on site (1)			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff	Substantial	School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). In the first instance, the headteacher will contact the DfE Helpline on 0800 046 8687 (selecting option 1) to receive further advice on what action is needed. The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If further expert advice is required, the adviser will escalate the call to the PHE local health protection team.	Moderate
Children and staff	Substantial	<p>Close Contacts</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. A risk assessment may be undertaken to determine this, but a close contact can be anyone who:</p> <ul style="list-style-type: none"> lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre been within 1 metre for 1 minute or longer without face-to-face contact been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) travelled in the same vehicle or a plane <p>Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate.</p> <p>The advice service (or PHE local health protection team) will provide definitive advice on who must be sent home.</p>	Minor
Children and staff	Moderate	<p>Records of close contacts</p> <p>Members of staff will be asked to maintain an accurate knowledge of anyone who has been a close contact in their bubble.</p>	Minor

Children and staff	Moderate	Staff and children should not enter a bubble to which they are not assigned except in exceptional circumstances or when agreed with the headteacher or other member of senior staff.	Minor
Children and staff		A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. All communication regarding any infection will be communicated by the headteacher. Staff should not discuss any cases with parents, members of the public or the media.	

12. Contain any outbreak by following local health protection team advice

Area of Control:			
Persons developing Coronavirus symptoms whilst on site (4)			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff & visitors	Substantial	If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be classed as an outbreak. The headteacher will continue to work with the local health protection team who will be able to advise if additional action is required.	Moderate
Children and staff	Moderate	Staff will be told if a child or staff member goes home with COVID-19 symptoms. This information will be highly confidential and should not be shared with anyone outside of the staff team.	Minor

Educational Visits

Area of Control:	Educational Visits		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children and staff		Government guidance is currently that all domestic (UK) overnight and overseas educational visits should not happen for the time being.	
	Moderate	Non-overnight educational visits can resume. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, staff will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Staff should consult the health and safety guidance on educational visits when considering visits and discuss arrangements for any potential visit with Chris Evans. It is imperative that the educational visits planning form is completed at the beginning of the planning process and permission sought from the HT & DHT.	Moderate
		Government guidance should be followed for domestic (UK) overnight and overseas visits if restrictions are lifted.	

Attendance of Pupils

Area of Control:	Attendance of pupils		
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children	Minor	Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.	Minor
	Moderate	Parents of children who are not required to shield but remain under the care of a specialist health professional should discuss their child's needs with the headteacher or deputy headteacher. We will consider any reasonable adjustments which could be made to enable children to safely attend school. On the whole, the measures included within this risk assessment will ensure that children in this category can attend safely.	Minor
		Further detail about attendance can be found in the Attendance Policy COVID-19 addendum.	

School Workforce

Area of Control: Managing risk for school staff			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Staff	Moderate	Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. They should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.	Moderate
	Moderate	Clinically vulnerable staff can work at school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. 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 section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre 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 and children where possible. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	Moderate
	Moderate	Pregnant women: School leaders will discuss health needs with pregnant women, making arrangements for the attendance (or non-attendance) at work on a case-by-case basis. The school will continue to complete regular risk assessments with pregnant women as they would do in usual circumstances. We will continue to follow the advice provided by the Royal College of Obstetrics and Gynaecology (RCOG). https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/	Moderate
	Moderate	Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . This may include: <ul style="list-style-type: none"> • Pregnant women • New mothers • Older staff • Disabled staff • Black staff • BAME staff 	Minor

		<p>If people with significant risk factors are concerned, they should raise these with senior staff and discuss their concerns. Leaders can explain the measures the school is putting in place to reduce risks and will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Sarah Scarth will complete a separate risk assessment with staff as necessary.</p>	
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Fire Safety and Evacuation

Area of Control:			
Who is at risk	Risk Rating before controls	Control Measures	Risk Rating after controls
Children, staff and visitors	Substantial	Staff to familiarise themselves with their nearest fire evacuation route taking into account the changed use of the site.	Moderate
	Substantial	Staff and children will muster on the playground at the top of the site. Each year group should congregate in a separate identified area while maintaining their bubble and social distancing rules so that separate groups do not mix.	Moderate
	Substantial	Fire Marshalls (Deputies in brackets) from until further notice: Salt building: Suzanne Mathews (Rachel Abbott) Aire building ground floor: Sarah Scarth (Helene Brown/Lubna Rasul) KS2 building first floor: Chris Evans (Adam Feather) The Hub: Nikki Baldwin	Minor
	Substantial	Ensure staff know how to use fire extinguishers, where callpoints are etc	Minor
	Substantial	Practice new procedures at least termly	Minor

Catering

Area of Control:			
Who is at risk			
Children, staff and contractors	Substantial	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	Minor
	Substantial	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Minor
	Minor	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs).	Minor
	Substantial	Reception, Year One and Year Two will eat their lunch in the Salt Hall. Key Stage 2 classes will eat their lunch in the Aire Hall. Classes should not mix during lunchtime but remain separate as during the rest of the school day. The kitchen counter and tables should be cleaned between uses by each group. Bubbles should not mix in the dining hall or outside.	Minor

	Moderate	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Minor
	Substantial	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Minor
	Substantial	Catering staff should observe the rules of social distancing and hygiene whilst on site. Further guidance regarding health and safety is provided by FM.	Minor
	Moderate	Milk and snacks will be brought to the classroom	Minor

Thank you for keeping everyone safe at Saltaire Primary School. We hope that by implementing the control measures above that all shall remain healthy and safe.