



Introduction

The government has now removed the majority of the legal restrictions around the Coronavirus pandemic. However, the school still needs to be able to function safely and effectively. Therefore, in order to ensure that we have all health and safety measures in place, we have considered the following safeguarding measures. We recognise that local decisions may need to be flexible and are subject to change.

Checklist completed by:	Name:	Tracey Jones	
	Position:	Head Teacher	
	School:	Mary Dean's CE Primary School	
	Date:	30 th November 2021	
Checklist submitted to (maintained schools)	LA	Date: 17.4.2020	Yes
Checklist reviewed by (maintained schools)	LA	Confirmed	

No	Hazard/Risk	Existing Controls in Place	Residual Risk			Further Action needed to reduce risk	Reduced Risk		
			S	P	R		S	P	R
	Has the COVID-19 Safe System of Work checklist (sent out with the Schools newsletter dated 14 th April) been completed and returned to the PCC Health, Safety and Wellbeing Team for your school					Please outline any further risk controls that will need to be put in place to adhere to DfE guidance on reopening that have not already been considered within the SSoW checklist SSOW completed and returned			
1	Entrance and egress to school causing large groups of people inside school grounds compromising social distancing.	<i>Children start and end school at the same time. Children to line up in classes with space in between each class. Parents advised by letter and email not to gather at entrances or doorways during drop off or collection.</i>	4	3	12	Distancing encouraged between classes and between parents Senior staff always on site and visible. Monitor success	4	3	12
2	Parents gathering at school gate not social distancing	<i>Painted markings remain on the ground outside each entrance for guidance Signs remain to remind about social distancing. Parents reminded by letters and on-site signage</i>	4	3	12	Distancing encouraged Monitor success	4	3	12
3	Overcrowding in classrooms and corridors	<i>Desks at KS2 remain forward facing where possible. KS1 and Foundation tables may be in groups Parents informed that social distancing cannot be guaranteed inside school classrooms.</i>	4	3	12	Monitor for effectiveness	4	3	12

4	Increased numbers during breaks compromising social distancing	Staggered timetable for outside break Adults to rotate break times	4	3	12	Monitor for effectiveness	4	3	12
5	Increased numbers during lunchtime	MTA staff to cover all classes MTA staff allocated to location All pupils eat meals in the hall. Packed lunches eat in the hall on rotation Staff to wipe tables in between classes or groups in hall Staff recommended to wear masks in the hall from 30.11.21	4	3	12	Monitor for effectiveness	4	3	12
6	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	Fire drill Children to use the appropriate entrance/exit Designated space for anyone with Covid-19 symptoms with PPE equipment and procedures displayed. All classrooms are cleaned and tidy	4	3	12	Respond to outcome of any drill.	4	3	12
7	Staff rooms and offices to comply safe working practice	Option of joining meetings via zoom to remain where appropriate Staff may go home for PPA time if diary allows Staff to make own decision about wearing masks in shared or busy areas Continue to limit number of people in small office areas. All visitors to wear masks on entry to school. Visitors to be limited.	4	3	12	Monitor use of spaces. Staff confidence and well-being to be maintained	4	3	12
8	Ventilation to reduce spread of infection	Open windows and prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), Door wedges in place on non-fire doors All rooms have windows	4	3	12	Monitor temperature Use CO2 monitors	4	3	12

		<p>Windows to be opened to air rooms during break/lunch and during sessions where comfort can be retained.</p> <p>NB: HSE guidance says rooms can be ventilated during breaks rather than have doors open all the time</p> <p>CO2 monitors can be used to ensure adequate ventilation.</p>							
9	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	<p>All classes to have Teacher and TA as planned</p> <p>Critical incident plan outlines procedures if staffing levels become critical due to infection or isolation..</p> <p>In-house arrangements to cover classes</p> <p>Supply where available</p> <p>Testing arrangements clear for all staff</p> <p>All staff have stock of Lateral flow tests</p>	4	3	12	<p>Ongoing assessment of availability (TJ)</p> <p>Monitor level of staff infection if required</p>	4	3	12
10	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Pam assist Employee Assistance Programme is available</p> <p>Pam Assist: www.pamassist.co.uk</p> <p>Username: plymouthcc</p> <p>Password: plymouth1</p> <p>Consultation with staff members over time and address concerns as they arise</p> <p>Face coverings in shared spaces encouraged from 30.11.21</p>	4	3	12	<p>Monitor</p> <p>Regular meetings with SLT</p> <p>Staff meetings planned for teachers only in large spaces</p> <p>Staff have continuous access to management team</p>	4	3	12
11	Contaminated surfaces spreading virus.	<p>Remove unnecessary items from classrooms and other learning environments where there is space</p>	4	3	12		4	3	12

		<p>to store it elsewhere. Regular additional disinfectant wipes available in all areas.</p> <p>Staff to decide which resources are accessible to children</p> <p>High touch/traffic areas will need particular attention by cleaning staff</p> <p>Staff to wipe down areas regularly.</p> <p>All staff to be responsible for wiping own work space/equipment.</p> <p>Appropriate cleaning resources provided</p> <p>PPA staff to have their own mobile sanitation resources.</p>								
13	Lessons or activities to take place outdoors when appropriate to encourage fresh air	<p>Decide which lessons or classroom activities can take place outdoors</p> <p>Visiting teacher undertaking work outdoors only.</p> <p>Hand hygiene crucial on re-entry to school</p> <p>Teams can have breaks together.</p>	4	3	12	Monitor		4	3	12
15	Cleaning staff and hygiene contractors capacity - providing additional requirements	<p>Discuss with staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Effective cleaning regime in place This includes any high touch/high traffic areas</p> <p>End of day thorough clean undertaken</p>	4	3	12			4	3	12
16	Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments – the correct sanitiser 70% alcohol. Soap and warm water is the preferred cleaning method.</p>	4	3	12			4	3	12

		<p>Soap in all staff bases and toilets – staff to be responsible for using resources</p> <p>Each classroom has a sanitation station that is supplied with all cleaning equipment that is needed to ensure adequate cleaning and control between sessions</p> <p>Time for pupils to wash their hands is built into the daily routine.</p>							
17	Additional time for staff and pupils to carry out handwashing	<p>Frequent hand cleaning as part of normal routine</p> <p>Part of direction for staff/routine of the day.</p> <p>All staff are accustomed to routines..</p>	4	3	12		4	3	12
18	Handwashing practice with children	<p>Review the guidance on hand cleaning and introduce handwashing songs for younger children. ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>Signage and routines in place</p> <p>Pupils monitored closely</p>	4	3	12	Monitor for effectiveness	4	3	12
19	Sufficient supplies of soap and cleaning products	<p>Sufficient supplies in place and deliveries are planned ahead. Use regular detergents</p> <p>All bases fully stocked and additional stock prepared</p> <p>Hand sanitiser dispensers installed.</p> <p>Good stocks of soap and paper towels in place</p>	4	3	12	Caretaker to monitor supplies	4	3	12
21	Vulnerable groups who are clinically, extremely vulnerable.	<p>Parents should follow medical advice if their child is in this category</p>	4	3	12	As of 6/11/2020 no further staff have come forward as extremely clinically vulnerable	4	3	12

		<p><i>If any vulnerable children wish to return then medical advice should be sought (parents) before returning and any risk assessments carried out</i></p> <p><i>Staff who live with or care for vulnerable person should also undertake RA.</i></p> <p><i>Previously shielding staff to follow medical advice and return to work with appropriate social distancing in place.</i></p>							
22	Children with EHCP	<p><i>Complete risk assessment before attendance</i></p> <p><i>Update care plan or EHCP as required</i></p> <p><i>Await medical advice for this pupil. Home learning resources are prepared and ready for the possibility of being unable to return.</i></p>	5	5	25	Regular reviews to take place. Pupil to be monitored carefully.			
24	Member of a class becoming unwell with COVID19	<p><i>School to follow new guidance for individual children who become unwell.</i></p> <p><i>Rates of infection to be closely monitored with threshold of 5 children in a class or 10% of a year groups becoming infected triggering potential further restrictions.</i></p> <p><i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A clear policy of who is responsible for calling NHS 111 for symptomatic children.</i></p> <p><i>Contained back office space close to the entrance (non-pupil zone) to be used as holding</i></p>	4	3	12	PCC guidance (blue document) used to support parents with queries. Displayed in all office areas and on school website.	4	2	8

		<p>area with an unwell person. Deep clean after use</p> <p>List of procedures displayed on wall</p> <p>PPE available in the room</p> <p>Individual to be sent home (10 days self-isolation or negative test) if a child or adult presents with symptoms during the day.</p> <p>Child or adult will need to be tested prior to return. Admin space outside HT office to be used for any unwell person. Double doors to be closed and 'no entry' sign put in place.</p> <p>PPE equipment available from back office.</p> <p>Area to be cleaned after use.</p> <p>Follow PHE current advice in the case of pupil or staff member becoming unwell. (Displayed in office and first aid areas)</p>							
25	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>All new guidance shared with staff</p> <p>H&S advice to assist with measures</p> <p>New RA to be shared with Governors.</p>	4	3	12	Regular meetings and updates to take place.	4	3	12
26	Accessing testing arrangements are clear for all staff	<p>All staff have Lateral Flow Tests to use 2 x per week at home.</p> <p>Home tests available in school.</p> <p><u>111 online</u></p> <p>https://www.nhs.uk/conditions/coronaviruscovid-19/</p> <p>Communicated through Zoom Meetings and information is given at all first aid stations</p>	4	3	12		4	3	12

27	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff.	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can be collected, disposable aprons, gloves and masks are available in KS2 first aid area and in KS1/F kitchen area to be worn by any staff undertaking activity that requires it.</i></p> <p><i>A face mask 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 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</i></p>	4	3	12	Face mask to be disposed of appropriately.	4	3	12
28	Use of Face Coverings	<p><i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way</i></p> <p><i>Sick packs available in all first aid areas</i></p> <p><i>All support staff are first aid trained</i></p> <p><i>Lead first aider has trained all staff in correct use of PPE as required.</i></p> <p><i>PPE remains available.</i></p>	4	3	12	<p>Follow any forthcoming advice from government about wearing face masks in communal areas</p> <p>Staff recommended to use face covering in shared areas. Staff to have suitable bag to keep mask in when not being worn.</p> <p>Advice remains unchanged for under 12's in school setting</p>	4	3	12
29	Travel to school and provision of safe school transport:	<p><i>Encouraging parents and children and young people to walk or cycle to school where possible</i></p> <p><i>Children and parents encouraged to walk to school</i></p> <p><i>Situation with traffic congestion is monitored on an ongoing basis due to the location of the school</i></p> <p><i>Staggered start to beginning and end of say should reduce congestion from traffic and footfall.</i></p>	4	3	12	Monitor gates	4	3	12

30	School Transport arrangements support changes to school times	<i>Liaising with the School Transport Team before change are made. See SSoW for usual arrangements</i> <i>No children using Passenger transport at present</i>				Regular reviews.			
31	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>CaterEd Risk Assessment has been copied to and viewed by HT November 2021.</i> <i>Staff are wearing face coverings during service. No issues arising</i>							
32	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	<i>As above</i>							
33	Catering staff are operating in a safe environment	<i>As above</i>							
34	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. Inform any visitor, suppliers, contractors of any infection control procedures on site Signage on front door External gates remain closed Contractors only by arrangement Kitchen deliveries made direct to kitchen</i>	4	3	12	Monitor for effectiveness. Masks or face coverings mandatory inside school building. Older children may wear masks to school if wished and secure bag provided to store it. Do not enter site if you have any symptoms	4	3	12
35	Suppliers understanding and complying with new arrangements	<i>Agreement from Suppliers of their confirmation and understanding of the arrangements</i>	4	3	12	Caretaker to monitor	3	4	12

36	Communications to parents and staff	Regular communication via newsletter and website. Parents and staff communications via text, email and (staff) Zoom/Teams meetings Letters sent out and messages via email. Text and school website.				Ongoing communication Weekly newsletters Website updated regularly Dedicated web page for coronavirus information			
37	Parent aggression due to anxiety and stress.	Tell parents the arrangements for drop off and collection and the process for doing so, Encourage distancing between parents. Encourage parents to wear face coverings Numerous letters to parents Information on school website Senior staff to patrol site on entry/dismissal	4	3	12	Social distancing is encouraged at all times Face coverings are encouraged.	4	3	12

Action Plan

Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
1					
2					
3					
4					
5					

6					
7					
8					
9					
10					

I confirm that this risk assessment is an accurate reflection of the risks and controls in place YES /
The further action required, as outlined in the Action Plan above, will be achieved by the target dates YES / – see below*

**Manager's comments (if further resources are required etc).....*
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Signed by responsible manager: NAME...Tracey Jones.....Signature...*T Jones*. Date ...4.3.2021..... Review date: 9.3.2021