

TWYDALL PRIMARY SCHOOL RISK ASSESSMENT — PART 1

| Serial No | |
|----------------------------------|-----------------------------------------------|
| Premises: Twydall Primary School | Work activity: Reopening March 2021 |
| Assessor: TPS | Date: 22/04/2021 |
| Employees considered: Yes | Non-employees affected: Yes |
| Out of hours: Yes | Vulnerable persons: Staff / Pupils / Visitors |

| Hazard: |
|-------------------------------------------------------------------------------------------------------------|
| 1. Number of pupils in a class on any given day. Core team availability. Medway cases increase to 20/100000 |
| 2. First Aider not on site/correct PPE for use |
| 3. Area is not big enough to allow 1.5 metre social distancing to take place/safe eating place. |
| 4. Too many parents congregating at an entrance and not obeying the social distancing rules. |
| 5. Too many pupils attempting to access school at any one time. |
| 6. Surfaces / items are in need of being cleaned. |
| 7. Pupils/ staff become unwell during school day. |
| 8. Minimise cross contamination between staff members during non-contact time |
| 9. Movement around school could be restricted due to number of pupils in attendance. |
| 10. PPE issues when tending to pupils needs, if they are unwell or have intimate care needs. |
| 11. Contaminated surfaces / bins / areas / toilets – not cleaned appropriately. |
| 12. The use of inside/outside play equipment by multiple groups. |
| 13. Access to site – too many people coming onto the site. |
| 14. Parents wanting to access school staff in an educational setting. |
| 15. Outside visitors coming onto the school site. |
| 16. Possibility of COVID-19 cross contamination from items such as handbags/backpacks etc. |
| 17. Mental Wellbeing of all staff and pupils. |
| 18. Fire Procedures have changed due to COVID-19 regulations. |
| 19. Staff not following COVID-19 safety procedures. |
| 20. Visiting tutors and therapists minimising contamination |
| 21. Staff COVID-19 testing not consistent |

Existing controls:

1.
 - a. In line with Government guidance (to ensure viral load is kept to a minimum) children will be kept in bubbles.
 - b. Specialised teaching will continue in Years 3 – Year 6 and adults, including support assistants. Children are in phase groups. (YN, R, 1 and 2) (Y3/4) (Y5/6)
 - c. Teachers in school with children are required to wear face coverings at all times, when out of their areas.
 - d. All staff will be required to have a lateral flow test twice a week.
 - e. Handwashing protocols implemented at the beginning of COVID pandemic will continue. When children move classrooms they will use sanitizer gel.
 - f. If staff are absent due to sickness then they must inform Core Team the night before if possible or by 6:30 on the day of sickness. In this instance, cover will be arranged in school to minimize cross contamination of bubbles as far as practically possible.
 - g. Individual risk assessments will be undertaken for identified children.
 - h. There will always be a DSL on site and 5 DSLs working from home
 - i. Increase in cases in Medway - the school will instigate tighter bubbles around leadership / Admin / Welfare teams
 - j. We have collapsed Year 3 and Year 4 into a merged bubble.
 - k. Children that are designated vulnerable by the government and children's services have a designated DSL that follows up and reports on their attendance daily.
 - l. Fire practices are scheduled in early in the term for children and staff so that staff and children in school are aware of the practice.

2.
 - a. Most TAs are first aid trained and all bubbles have a trained first aider scheduled.
 - b. There are trained first aiders in every year group.
 - c. If a child requires first aid the first aider must use PPE equipment and decontaminate themselves thoroughly after contact with children.

3.
 - a. Classes of older children (not EYFS) will be rearranged to facilitate the 1 metre plus social distancing protocol where possible. Children will remain in designated areas.
 - b. At lunchtime children will remain with their groups, to avoid any contamination with other groups and reduce the number of staff required over the lunch period.
 - c. There are ample grounds to avoid mixing on the playground for keyworker groups
 - d. CLT members on duty will support lunch times at a distance to allow staff, including admin staff, time away from workspace and children.
 - e. PD pupils will only be permitted the use of one wheelchair, to reduce the surfaces that need cleaning. There will be no external physio available to PD pupils, SSAs will continue appropriate physio exercises.
 - f. Each class will be given a designated fire exit – see updated fire procedure - (regular fire practice)

4.
 - a. Parents will be asked to drop their children off and pick them up at a given entrance and time, these times will be staggered if the pupil numbers increase and only one parent will be allowed to accompany pupils to school. There are already markings to ensure parents stand in fixed positions to reduce the amount of people on site and comply to the social distancing protocols. They will also be told that they cannot gather at entrance gates or doors. Parents have been informed about covid-19 protocols.
 - b. Parents will be required to wear face masks when on site.

5. Visitors kept to a minimum within the school environment, parents are restricted to only one per pupils attending school. Older pupils who walk to school on their own will be given a waiting area and they will be required to keep to the social distancing protocol Social distance marks have been placed around entrance points. Core team will enforce this. Parents will be asked to leave the site immediately as will children that walk home on their own. It is of paramount importance parents adhere to the published timings for the safety of all. Any child who is late will remain with a senior member of staff at a distance on duty in that area until they can be escorted to their year group.

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| <p>6.</p> <ul style="list-style-type: none"> a. All surfaces around school, will be cleaned at regular intervals during the day by school / cleaning staff. This will be different for different areas and will be more frequently if needed due to illness of pupils and staff.. b. Regular handwashing following Government guidelines will take place during the school day. Pupils will be supervised to ensure good hand hygiene and reminded how to wash hands by video clips. c. KS2 children will be provided with basic equipment that will be theirs to use solely. d. All year groups have designated toilets for children and adults. |
| <p>7.</p> <ul style="list-style-type: none"> a. If pupils and staff become unwell with any symptoms of illness, the person will be isolated in meeting room 1 which needs to be accessed from outside the building, until they are able to be collected from school. This must be reported to the Core immediately and a deep clean of the area where the person was working/isolating will need to be carried out. Staff and pupils will need to be asked to go outside or to the lower school hall while this takes place. Deep cleaning should only happen with appropriate PPE being worn. If an employee, pupil or known visitor tests positive for COVID 19, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Employees or pupils who are suspected to have COVID 19 are to self-isolate in accordance with Government Law. b. Classes will have a supply of tissues for pupils and staff to use (encouraging the guidance – Catch it, Kill it, Bin it) to minimise the risk of cross contamination. Lidded bins have been purchased. c. The child or staff member showing the symptoms will need to request a COVID 19 test. If the child or staff member tests positive guidance will be sought from NHE (National Health England). The year groups bubble does not automatically have to isolate. d. Anyone who tests positive should isolate for 10 days, and the household should isolate for 14 days. e. Anyone showing symptoms should isolate for 10 days. f. Staff and parents will be told to keep the school up to date. g. Tracking system is in place for those developing systems and for positive tests h. Parents/pupils/staff will need to be informed that if they are displaying any symptoms of Covid-19 they will not be able to attend school/work and will need to follow the guidance for households with possible COVID 19 infection. i. Track and trace systems will be in place for staff and visitors and telephone lists will updated. Staff that are contacted by track and trace will be working from home. j. Staff members will have their mobile phones on them at all times to quickly update core team of any COVID symptoms developing to ensure a rapid response. |
| <p>8.</p> <ul style="list-style-type: none"> a. Children will each lunch with bubbles in their learning areas and there is no need to stagger times. |
| <p>9.</p> <p>A timetable for the use of all learning environments will be used to ensure the safe movement of pupils and staff around school. Children will be asked to keep to the left when moving around. Play equipment will only be used by one class/group of children at any one time. Cleaning of these used areas and resources will be carried out after every class/group has used it. The outside areas will be used as much as possible.</p> |
| <p>10.</p> <p>PPE will be issued to staff who need to tend to intimate care needs and for those who are dealing with illness in pupils or in staff. Staff have been given training on how to use PPE correctly via a video link and posters. PPE will consist of aprons / gloves / face visors which will be supplied to each member of staff and will need naming and cleaning after use.</p> |
| <p>11.</p> <p>All areas will be thoroughly cleaned, and bins will be emptied and changed when needed and at the end of the day. Contaminated items will be disposed of in a bag and sealed to prevent contamination and disposed of in the appropriate way.</p> |
| <p>12.</p> <ul style="list-style-type: none"> a. For Year N to Year 1 play equipment will be cleaned after use. b. All year bubbles will have designated play areas. c. Keystage 2 year groups will have designated playground equipment. d. There will be a timetabled rotation of playground space. Members of the Core Team, admin team and corridor adults, will supervise the bubbles from a distance whilst the children eat their lunch (whether inside or outside) |

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| 13. School site will be restricted to school staff, essential visitors and outside agencies visitors only who will complete a visitor sheet for track and trace. All visitors will be required to wear a mask. Parents will not be allowed to drive onto the site. This is to reduce the amount of people on the school site and protect the wellbeing of staff and pupils. |
| 14. Parents will be required to arrange an appointment with the school office, if they require to speak to school staff. These appointments will be conducted by phone or Zoom. This is to protect staff, parents and pupils to reduce the risk of contamination. The preferred point of contact is via Zoom with two members of staff present. With regards to our Attitude to learning policy, during the COVID-19 emergency, children with challenging behaviour and those who are unable to follow instructions will be asked to go home. See the C-19 annex to the behaviour policy which will be communicated to parents. Children will be educated on this as a priority for returning to school. |
| 15. The control of visitors to the school site will be through an appointment system. No visitors will be allowed on site unless they follow social distancing in line with government guidelines and as they are updated and handwashing guidance set out by Government. This includes RMGS staff. Decontamination advice/guidance will be followed from the Health protection team. |
| 16. a. All staff and pupils should limit the amount of bags they bring in from outside, this will be limited. b. All equipment will be provided. . c. Staff access to the staffroom facilities will be restricted. d. They will have access to fridges and tea making facilities within their designated staff rooms. e. Our expectation is that clean clothes are worn every day. |
| 17. As a trauma aware school, we have systems in place to identify children and staff who may be suffering from trauma associated with COVID 19 and aim to support these staff and children with 1:1 conversations, counselling and therapy where appropriate using the well-being centre or outside. |
| 18. a. Fire procedures have been updated and a drill will take place early in the term. On leaving the building staff should close all doors which will be reopened by a member of the core team to allow access to classrooms once the building has been cleared. |
| 19. There is a 0-tolerance policy for staff not following safety procedures in response to the COVID 19. |
| 20. a. Resources can be taken home from school and this should be kept to a minimum. b. Children should take home library books and reading scheme books – ALL BOOKS that are being returned will be stored for 48 hours before being returned to the system. |
| 21. The measures below apply to all peripatetic instrumental teachers and therapists visiting Twydall Primary: • No unnecessary visitors to school |
| 22. All staff will continue with twice weekly COVID-19 testing. All test results will be reported by staff to NHS test and trace and all results will be recorded internally by a staff member. All staff will have a duty of care to report all positive results immediately to CLT so that alternative staffing arrangements can be put in place. All staff who test positive on a lateral flow test will need to complete a PCR test and follow all COVID-19 guidance on self-isolation. |

Do these suffice: **YES/NO/PARTIALLY**

Do specific Regulations apply? If so, what are they?

The Health and Safety at Work Act 1974

The Health and Safety at Work Act 1999 (Updated)

Are they being applied? **YES/NO/PARTIALLY**

Further controls required:

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| https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools |
| https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings |
| https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people |
| https://www.gov.uk/guidance/COVID-19-covid-19-information-for-the-public |
| https://www.gov.uk/government/publications/COVID-19-covid-19-implementing-protective-measures-in-education-and-childcare-settings |
| https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 |
| https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 |
| https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 |
| https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people |
| https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings |
| https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance |
| https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers |
| https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak |

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| By whom? Core Team | By when? 28/5/21 |
| Review date: 28/05/201 | |

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| Signed: <i>Catherine Logan</i> | Date: 28/05/21 |
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**TWYDALL PRIMARY SCHOOL
RISK ASSESSMENT — PART 2**

Serial Number

Date of this Assessment 25/2/2021

Site / Location: Twydall Primary School

Activity / Situation: Whole School opening March from Covid-19

| HAZARDS IDENTIFIED | PERSONS AT RISK (tick all that apply) | | | | | | | EXISTING CONTROLS | SEVERITY OF HARM | | | LIKELIHOOD/ PROBABILITY | | | RISK LEVEL, ACTION & TIMETABLE |
|--------------------|---------------------------------------|--------------|-------------------------|-------------|---------------|----------------|----------|-------------------|------------------|---------|-------------------|-------------------------|----------|-----------------|--------------------------------|
| | Employees | Young People | Expectant / New Mothers | Contractors | Service Users | General Public | Visitors | | Slightly Harmful | Harmful | Extremely Harmful | Likely | Unlikely | Highly Unlikely | |
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| <p>Number of pupils in a class on any given day. Core team availibilty. Medway cases increase to 20/100000</p> | ✓ | ✓ | ✓ | | | ✓ | <p>a. In line with Government guidance (to ensure viral load is kept to a minimum) children will be kept in bubbles.</p> <p>b. Specialised teaching will continue in Years 3 – Year 6 and adults, including support assistants. Children are in phase groups. (YN, R, 1 and 2) (Y3/4) (Y5/6)</p> <p>c. Teachers in school with children are required to wear face coverings at all times, when out of their areas.</p> <p>d. All staff will be required to have a lateral flow test twice a week.</p> <p>e. Handwashing protocols implemented at the beginning of COVID pandemic will continue. When children move classrooms they will use sanitizer gel.</p> <p>f. If staff are absent due to sickness then they must inform Core Team the night before if possible or by 6:30 on the day of sickness. In this instance, cover will be arranged in school to minimize cross contamination of bubbles as far as practically possible.</p> <p>g. Individual risk assessments will be undertaken for identified children.</p> <p>h. There will always be a DSL on site and 5 DSLs working from home</p> <p>i. Increase in cases in Medway - the school will instigate tighter bubbles around leadership / Admin / Welfare teams</p> <p>j. We have collapsed Year 3 and Year 4 into a merging bubble..</p> <p>k. Children that are designated vulnerable by the government and children’s services have a designated DSL that follows up and reports on their attendance daily.</p> <p>L. Fire practices are scheduled in early in the term for children and staff so that staff and children in school are aware of the practice.</p> | ✓ | | | | | ✓ | Tolerable Risk |
| <p>First Aider not on site/correct PPE for use</p> | ✓ | ✓ | ✓ | | | | <p>A - Most TAs are first aid trained and all bubbles have a trained first aider scheduled.</p> <p>B - There are trained first aiders in every year group.</p> <p>C - If a child requires first aid the first aider must use PPE equipment and decontaminate themselves thoroughly after contact with children.</p> | ✓ | | | | | ✓ | Tolerable Risk |

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| Area is not big enough to allow 1.5 metre social distancing to take place/safe eating place | | | | | | | | <p>a.Classes of older children (not EYFS) will be rearranged to facilitate the 1 metre plus social distancing protocol where possible. Children will remain in designated areas.</p> <p>b. At lunchtime children will remain with their groups, to avoid any contamination with other groups and reduce the number of staff required over the lunch period.</p> <p>c. There are ample grounds to avoid mixing on the playground for keyworker groups</p> <p>d. CLT members on duty will support lunch times at a distance to allow staff, including admin staff, time away from workspace and children.</p> <p>e. PD pupils will only be permitted the use of one wheelchair, to reduce the surfaces that need cleaning. There will be no external physio available to PD pupils, SSAs will continue appropriate physio exercises.</p> <p>f. Each class will be given a designated fire exit – see updated fire procedure - (regular fire practice)</p> | ✓ | | | ✓ | | | Tolerable Risk |
| Too many parents congregating at an entrance and not obeying the social distancing rules. | | ✓ | | | | ✓ | | <p>a. Parents will be asked to drop their children off and pick them up at a given entrance and time, these times will be staggered if the pupil numbers increase and only one parent will be allowed to accompany pupils to school. There are already markings to ensure parents stand in fixed positions to reduce the amount of people on site and comply to the social distancing protocols. They will also be told that they cannot gather at entrance gates or doors. Parents have been informed about covid-19 protocols.</p> <p>b. Parents will be required to wear face masks when on site.</p> | ✓ | | | ✓ | | | Moderate Risk |
| Too many pupils attempting to access school at any one time. | ✓ | ✓ | | | | | ✓ | <p>Visitors kept to a minimum within the school environment, parents are restricted to only one per pupils attending school. Older pupils who walk to school on their own will be given a waiting area and they will be required to keep to the social distancing protocol Social distance marks have been placed around entrance points. Core team will enforce this. Parents will be asked to leave the site immediately as will children that walk home on their own. It is of paramount importance parents adhere to the published timings for the safety of all. Any child who is late will remain with a senior member of staff at a distance on duty in that area until they can be escorted to their year group.</p> | ✓ | | | ✓ | | | Moderate Risk |

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| Pupils/ staff become unwell during school day. | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | High Risk (Action and Timetable below) | |
| <p>A - If pupils and staff become unwell with any symptoms of illness, the person will be isolated in meeting room 1 which needs to be accessed from outside the building, until they are able to be collected from school. This must be reported to the Core immediately and a deep clean of the area where the person was working/isolating will need to be carried out. Staff and pupils will need to be asked to go outside or to the lower school hall while this takes place. Deep cleaning should only happen with appropriate PPE being worn. If an employee, pupil or known visitor tests positive for COVID 19, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Employees or pupils who are suspected to have COVID 19 are to self-isolate in accordance with Government Law.</p> <p>B - Classes will have a supply of tissues for pupils and staff to use (encouraging the guidance – Catch it, Kill it, Bin it) to minimise the risk of cross contamination. Lidded bins have been purchased.</p> <p>C - The child or staff member showing the symptoms will need to request a COVID 19 test. If the child or staff member tests positive guidance will be sought from NHE (National Health England). The year groups bubble does not automatically have to isolate.</p> <p>D - Anyone who tests positive should isolate for 10 days, and the household should isolate for 14 days.</p> <p>E - Anyone showing symptoms should isolate for 10 days.</p> <p>F - Staff and parents will be told to keep the school up to date.</p> <p>G - Tracking system is in place for those developing systems and for positive tests</p> <p>H - Parents/pupils/staff will need to be informed that if they are displaying any symptoms of Covid-19 they will not be able to attend school/work and will need to follow the guidance for households with possible COVID 19 infection.</p> <p>I - Track and trace systems will be in place for staff and visitors and telephone lists will updated. Staff that are contacted by track and trace will be working from home.</p> <p>J - Staff members will have their mobile phones on them at all times to quickly update core team of any COVID symptoms developing to ensure a rapid response.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Minimise cross contamination between staff members during non-contact time | √ | √ | | | | | | A – Children / staff will each lunch with bubbles in their learning areas and there is no need to stagger times | | √ | | | √ | Trivial Risk |
| Movement around school could be restricted due to number of pupils in attendance. | √ | √ | | | | | √ | A timetable for the use of all learning environments will be used to ensure the safe movement of pupils and staff around school. Children will be asked to keep to the left when moving around. Play equipment will only be used by one class/group of children at any one time. Cleaning of these used areas and resources will be carried out after every class/group has used it. The outside areas will be used as much as possible. | √ | | | | √ | Trivial Risk |
| PPE issues when tending to pupils needs, if they are unwell or have intimate care needs. | √ | √ | | | | | | PPE will be issued to staff who need to tend to intimate care needs and for those who are dealing with illness in pupils or in staff. Staff have been given training on how to use PPE correctly via a video link and posters. PPE will consist of aprons / gloves / face visors which will be supplied to each member of staff and will need naming and cleaning after use. | | √ | | | √ | Tolerable Risk |
| Contaminated surfaces / bins / areas – not cleaned appropriately. | √ | √ | √ | √ | | | | All areas will be thoroughly cleaned, and bins will be emptied and changed when needed and at the end of the day. Contaminated items will be disposed of in a bag and sealed to prevent contamination and disposed of in the appropriate way. | | √ | | | √ | Tolerable Risk |
| The use of inside/outside play equipment by multiple groups. | √ | √ | | | | | | a.For Year N to Year 1 play equipment will be cleaned after use. b.All year bubbles will have designated play areas. c.Keystage 2 year groups will have designated playground equipment. d.There will be a timetabled rotation of playground space. Members of the Core Team, admin team and corridor adults, will supervise the bubbles from a distance whilst the children eat their lunch (whether inside or outside) | | √ | | | √ | Tolerable Risk |
| Access to site – too many people coming onto the site. | √ | √ | | | | | √ | School site will be restricted to school staff, essential visitors and outside agencies visitors only who will complete a visitor sheet for track and trace. All visitors will be required to wear a mask. Parents will not be allowed to drive onto the site. This is to reduce the amount of people on the school site and protect the wellbeing of staff and pupils. | | √ | | | √ | Tolerable Risk |

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| Parents wanting to access school staff in an educational setting. | √ | | | | | √ | Parents will be required to arrange an appointment with the school office, if they require to speak to school staff. These appointments will be conducted by phone or Zoom. This is to protect staff, parents and pupils to reduce the risk of contamination. The preferred point of contact is via Zoom with two members of staff present. With regards to our Attitude to learning policy, during the COVID-19 emergency, children with challenging behaviour and those who are unable to follow instructions will be asked to go home. See the C-19 annex to the behaviour policy which will be communicated to parents. Children will be educated on this as a priority for returning to school. | √ | | | | √ | Tolerable Risk |
| Shielding those who are vulnerable in school/at home. | √ | √ | | | | √ | Pupils and staff who were shielding must follow the Government guideline. We will continue to follow government guidance. | | √ | | √ | | Tolerable Risk |
| Outside visitors coming onto the school site. | √ | √ | √ | √ | | √ | The control of visitors to the school site will be through an appointment system. No visitors will be allowed on site unless they follow social distancing in line with government guidelines and as they are updated and handwashing guidance set out by Government. This includes RMGS staff. Decontamination advice/guidance will be followed from the Health protection team. | √ | | | | √ | Tolerable Risk |
| No protection screening staff from visitors in reception area | | | | | | | Perspex screening has been erected in the reception area to protect staff when dealing with visitors and pupils and staff. Staff are to contact Core and office staff via email or phone rather than in person. | √ | | | √ | | Tolerable Risk |
| Possibility of Coronavirus cross contamination from items such as handbags/backpacks etc | √ | √ | | | | | a.All staff and pupils should limit the amount of bags they bring in from outside, this will be limited. b.All equipment will be provided. . c.Staff access to the staffroom facilities will be restricted. d.They will have access to fridges and tea making facilities within their designated staff rooms. e.Our expectation is that clean clothes are worn every day. | √ | | | | √ | Tolerable Risk |

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| Mental Wellbeing of all staff and pupils | ✓ | ✓ | | | | | | As a trauma aware school, we have systems in place to identify children and staff who may be suffering from trauma associated with COVID 19 and aim to support these staff and children with 1:1 conversations, counselling and therapy where appropriate using the well-being Centre or outside | ✓ | | ✓ | | Tolerable Risk |
| Fire Procedures are not up to date or have changed due to COVID-19 regulations | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Fire procedures have been updated and a drill will take place early in the term. On leaving the building staff should close all doors which will be reopened by a member of the core team to allow access to classrooms once the building has been cleared. | ✓ | | ✓ | | Tolerable Risk |
| Staff not following COVID-19 safety procedures | ✓ | ✓ | | | | | | There is a 0-tolerance policy for staff not following safety procedures in response to the COVID 19 outbreak. | ✓ | | ✓ | | Tolerable Risk |
| Home to school resources | ✓ | ✓ | | | | | | A - Resources can be taken home from school and this should be kept to a minimum. B - Children should take home library books and reading scheme books – ALL BOOKS that are being returned will be stored for 48 hours before being returned to the system. | ✓ | | ✓ | | Tolerable Risk |
| Visiting tutors and therapists minimising contamination | ✓ | ✓ | | | ✓ | ✓ | ✓ | The measures below apply to all peripatetic instrumental teachers and therapists visiting Twydall Primary: <ul style="list-style-type: none"> No unnecessary visitors to school | ✓ | | ✓ | | Tolerable Risk |
| Twice weekly - Staff COVID-19 testing not consistent | ✓ | ✓ | | | | | ✓ | All staff will continue with twice weekly COVID-19 testing. All test results will be reported by staff to NHS test and trace and all results will be recorded internally by a staff member. All staff will have a duty of care to report all positive results immediately to CLT so that alternative staffing arrangements can be put in place. All staff who test positive on a lateral flow test will need to complete a PCR test and follow all COVID-19 guidance on self-isolation. | ✓ | | ✓ | | Tolerable Risk |

Sign & *Catherine Logan*
Print Name: Catherine Logan

Date: 22/04/21

Date for 28/05/21 (Sooner if needed)
Review:

**TWYDALL PRIMARY SCHOOL
RISK ASSESSMENT — PART 3**

ACTION SHEET

| COMMENTS / ACTION REQUIRED | TIMESCALE | PERSON RESPONSIBLE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------|
| Staff across the school will need to be vigilant, ensuring national guidance is followed at all times. Staff/pupils will need constant reminders to ensure the Health and Safety of all. | Ongoing | Staff / SLT / External Visitors / External Staff / Pupils |
| Parents will need reminders to ensure guidance is followed when pupils are attending school and if their child becomes unwell. | Ongoing | Staff / Parents |
| The need to shield those who are vulnerable should be a priority of the work place. Additional measures to protect those at risk will be reviewed on a one to one basis. Those who are in receipt of a letter from the Government stating they are in a high risk group will not be required to return to work until reviewed Government guidelines are issued in due course. | Ongoing | Staff / Parents/ Government / SLT / Governing body |
| All the above will be assessed when pupils and staff are in school on a daily basis. These will be reviewed and amended where necessary. | Ongoing | Staff / SLT / Governing body |
| Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever sent to schools. Control measures will be updated on the day of latest guidance release. | Ongoing | Staff / SLT / Governing body |

SIGNED: *Catherine Logan*

DATE: 10/01/20