



Khalsa Primary School

Faith inspired education



COVID-19 RISK ASSESSMENT SEPTEMBER 2020

Re-opening of school on 1st September 2020 risk assessment

For school staff this should be read in conjunction with the guidance given to school staff.

Keeping to this risk assessment is mandatory. Any changes should be carried out only after the agreement of the Principal. This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.

Significant Hazards and Current Controls

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	Guidance	Comments
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<p>As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link apply to them or their household.</p> <p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual.</p>	<p>NHS list of high risk and moderate risk conditions</p> <p>Current advice on shielding</p>	Staff with vulnerabilities have met with school leadership and individual arrangements have been made
2	People with symptoms of COVID-19 creating potential for transmission from person to person	Staff, Pupils, Visitors, Contractors	<p>Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19.</p> <p>If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19.</p>	<p>Staying at home guidance</p>	Following Public Health England (PHE) advice we will cease taking children's temperatures on arrival at school as this is an unreliable method of identifying COVID-19.

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3	Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).	Staff	<ul style="list-style-type: none"> Individual staff risk assessments are completed as discussed in point 1. Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. SLT discuss with staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. School regularly receives updates from Council affiliated teams such as the H&S Team and Education Teams. Pregnant staff are not expected to come into work from 28 weeks of pregnancy and we will develop a cover plan for their roles. We stagger staff breaktime & lunchtimes so that we minimise the number of staff in the staff room at one time. 	Staff and school have access to official guidance from DfE and Public Health England.	We have met with all staff to ascertain who may have worries relating to a return to school. Individual arrangements have been put in place to support them.
4	Emotional Damage (some children have not been in school since March 2020)		<ul style="list-style-type: none"> First day back in school children offered an opportunity to talk about experiences at home and staff will identify if further work needs to be done. This will be focused on children who had not been back to school before September 2020. Whilst we cannot offer physical comfort staff we endeavour to offer reassurance and in the event the children is too distressed we will call the parents to pick them up 		
5	Testing	All	The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5.	Symptoms Guidance on Testing Get a free Test	We have been advised that schools will receive some testing kits to give to parents and staff if required but we do not have these yet.

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6	Local Lockdowns	All	<p>If Slough sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. The school will follow the advice provided by Public Health in these situations. In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.</p> <p>The Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)	<p>We will follow guidance from Slough Borough Council in the event of a Covid-19 local lockdown.</p>
7	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face – Handwashing</p>	Staff, Pupils, Visitors, Contractors	<ul style="list-style-type: none"> ● The school is reviewing the numbers of handwashing facilities in school and considering whether these are sufficient or more are needed. We will supplement sinks where needed with the provision of hand sanitiser dispensing units. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc. ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at school, visitors including contractors are required to apply hand sanitiser provided in reception. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. 	<p>Public Health England has confirmed that hand dryers are appropriate to use.</p> <p>Guidelines on hand hygiene</p> <p>Wash your hands poster</p> <p>Catch it, Kill it, Bin it poster</p>	<p>We are buying hand sanitiser dispensing units for each classroom and additional ones dotted around the school</p> <p>There are two cleaners at school to clean surfaces during school time.</p>

			<ul style="list-style-type: none"> ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. ● Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. ● First aiders have access to local handwashing facilities/hand sanitiser. 		
8	Visitors		<ul style="list-style-type: none"> ● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. ● Signing in arrangements are discussed in row 8 below. ● Staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. 		New signage to go in office foyer area

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9	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p>		<ul style="list-style-type: none"> ● Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used it is then wiped clean afterwards. ● Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) ● Children bring in their own pencil case and do not share their stationery with others. ● Soft furnishings which can be cleaned can be used. ● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task has their own dedicated pair of gloves and they should not share them with others. ● Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. ● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) ● Use of the Library - the following controls are in place for the library to reduce the potential for virus transmission: <ul style="list-style-type: none"> ○ staff to supervise pupils taking out books to ensure no touching until they are issued. All library books that are returned by children are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other pupils from other groups. ● Where staff share a desk additional controls are in place, ensuring all equipment is cleaned with antibacterial products before use.. It is the 		<p>Visitors will be asked to give their contact details in case we are required to track and trace in the event of an outbreak</p> <p>Office staff to complete regular cleaning of exit and entrance buttons and door handles.</p> <p>Teachers to wear gloves when handling library books.</p> <p>Library is cleaned 3 times a day, morning, lunch and after school.</p>

	Outside play equipment		<p>responsibility of each member of staff to clean their station (desk top/keyboard and mouse) before and after use. This includes classrooms, group rooms, the office and the staff study</p> <ul style="list-style-type: none"> ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Where possible there will be a 72 hour gap between usage of laptops for children. The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. <p>Playground play equipment:</p> <ul style="list-style-type: none"> ○ Children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned. ○ For our wooden play surfaces (such as the trim trail) we will have a (group of children use that play area for four days one week (i.e. Monday to Thursday inclusive), then clean and leave the equipment unused for three days, so that the next group could use the area on the Monday. ○ We will allocate each specific area of play equipment to a specific group of children for a period of time and not allow any other groups of children to play on the equipment. The equipment will be cleaned before being used by other groups of children. 		<p>Learn pads and laptops will not be used by the children.</p> <p>A rota will be in place to allow one bubble to use the equipment at any one time.</p>
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10	Cleaning		<ul style="list-style-type: none"> ● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). ● Rooms / shared areas that are used by different groups are cleaned more frequently. ● Different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly, and pupils will continue to be encouraged to clean their hands thoroughly after using the toilet. 	Cleaning in non-healthcare settings.	<p>There are two cleaners throughout the school day and four cleaners after school.</p>
11	<p>Social distancing -</p> <p>Teaching, Classrooms Bubbles/Groups</p> <p>Classrooms</p>	Pupils, Staff	<ul style="list-style-type: none"> ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Where possible, pupils are in the same class group at all times each day, and different groups are not mixed during the day. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) ● Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day ● Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. ● Desks are arranged so pupils sit side by side and are looking in the same direction (i.e. not facing each other). The teacher remains at the front of the class and maintains 2 metres social distancing where possible. Infant and Primary school teachers try to do this where possible but appreciate it is not always possible. ● Where staff need to move between classes and year groups for timetabling and subject purposes they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● Where possible fire exits will be utilised as entry points to reduce congestion at set times. 	Guidance for Full Opening (Schools) Guidance for Full Opening (Special Schools & Other Specialist Settings)	

	Lunch and school canteens		<ul style="list-style-type: none"> ● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. ● The lunch hall will be in use for hot food only. ● Children will be sitting on one side of the table only. ● Packed lunch children will be allocated their own space for eating. ● Staff not to go into the school kitchen when kitchen staff are in there. ● Staggered lunch times to reduce the total numbers of people in the hall at any one time. ● Only one side of the tables will be used to maximise the distance between people. ● Exit doors open to provide good general ventilation to the hall. ● One way system is in place. 	Government Advice for Schools implementing protective measures in education and childcare settings	
12	Social distancing - offices		<ul style="list-style-type: none"> ● Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. ● No hotdesking for staff takes place without additional controls in place, such as cleaning ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. 		<p>Office door to remain closed.</p> <p>School office is not open to Parents or Visitors without a prior appointment.</p>
13	After School Clubs, Breakfast Clubs,		<ul style="list-style-type: none"> ● The Government has provided guidance on the provision of these facilities ● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. ● The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. ● Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. 	Extra-curricular provision	<p>Breakfast club, afterschool clubs and teamsters will not commence until further notice.</p>

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14	Social Distancing - Travelling to and from school Dropping off and collection arrangements		<ul style="list-style-type: none"> ● The vast majority of our pupils walk to school or travel by car. ● All those who travel on public transport are required to wear face coverings. ● Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (2 m or, if this is not possible, 1 m plus mitigating controls). ● One-way system is in place. Nursery enter via the nursery gate. Year 1, 2 and 3 enter via the KS1 gate and Year 4, 5 and 6 enter via the KS2 gate. Everyone adheres to the one way system and leaves via the KS2 gate. ● Classroom doors will open from 8:20am until 8:35am. Collection time is from 3:05pm to 3:30pm. ● Pupils are regularly reminded about maintaining social distancing both in and outside of school. 	Safer Travel Guidance for Passengers Safe Travel Poster for Passengers Government Guidance - Full Opening of Schools	
15	Face coverings	Staff, pupils	<p>Where pupils or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them.</p> <ul style="list-style-type: none"> ● Pupils are instructed not to touch the front of their face covering during use or when removing them. ● They must wash their hands immediately on arrival (as is the case for all pupils and students), and take their face covering home with them. ● Guidance on safe working in education, childcare and children’s social care provides more advice. <p>This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances.</p>	Guidance to working safely in education, childcare and children's social care Government Guidance on Full Opening of Schools	

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16	Social distancing - staff room and staff toilet facilities meetings	Staff, visitors	<ul style="list-style-type: none"> ● Protocol set for the use of staff kitchen and staff toilet areas ● Staff are encouraged to have breaks outside/go for local walk. ● Staff are encouraged to close toilet lids before flushing ● Staff make their own drinks and handle their own food. ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible. 	Government Guidance on Full Opening for Schools	
17	Social distancing - movement around school buildings	Staff, pupils	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● We will use different outside areas for different year groups. These will be rotated to ensure children benefit from different spaces. ● Keep windows open in offices, classrooms and toilets to ensure ventilation is sufficient around school ● Caretaker to ensure toilets have windows opened and closed each day ● Teaching staff to open windows when they arrive in school. ● We have arrows around the school to show the route that must be taken. 		
18	Assemblies, Large gatherings, Whole school Gurdwara	All	<ul style="list-style-type: none"> ● Whole school assemblies or whole school Gurdwara does not take place. Instead the school organises individual group assemblies/Gurdwara 		
19	Social distancing - Singing	Staff, pupils	<ul style="list-style-type: none"> ● Singing is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standin/sitting side to side. ○ Singing does not take place in larger groups such as school choirs and groups/assemblies, or school assemblies. 		

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20	PE and Sports	Staff, Pupils	<ul style="list-style-type: none"> PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. Contact sports will not take place. Instead, for example, training in such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others. Equipment used for sports and PE are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). Pupils will be kept in consistent groups. External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. 	AfPE Guidance on Interpreting the Government Guidance	
21	Swimming		<ul style="list-style-type: none"> The Government announced that open swimming pools could reopen on the 11th July with enclosed pools being able to open from the 25th July. Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below. 	Link to Swim England Documents	
22	Educational Visits	Staff, Pupils	<ul style="list-style-type: none"> The Government has advised that, in the autumn term, schools can resume non-overnight domestic educational visits. Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. 	Coronavirus: travel guidance for education settings	No trips requiring public transport are planned for Autumn 1 2020

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23	<p>Provision of first aid and medication</p> <p>Administering Cardiopulmonary Resuscitation (CPR)</p> <p>Administering medication</p>	Staff, pupils	<ul style="list-style-type: none"> ● First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. ● Disposable gloves are provided for first aiders. ● A disposable plastic apron is recommended. ● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. ● See also the section on ‘Someone develops COVID-19 symptoms whilst at school’ ● Please see the following link for PPE guidance for first responders: <p>Cardiopulmonary Resuscitation</p> <p>Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> ● The school has a medication policy in place that is followed ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. ● If required, gloves will be worn by staff when giving medication. 	<p>Recommend ed PPE for ambulance staff, paramedics and first responders</p> <p>Government Advice to First Aiders including Resuscitation</p>	In place

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24	Someone develops COVID-19 symptoms whilst at school	Staff, Pupils	<ul style="list-style-type: none"> ● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. ● If a pupil is awaiting collection, they are moved to the central courtyard if weather permits or 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. ● Where possible, a window is opened for ventilation. ● If the pupil needs direct personal care until they can return home, ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and 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. ● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. 	<p>Staying at home guidance</p> <p>Guidance on cleaning in non-healthcare settings.</p>	

			<ul style="list-style-type: none"> Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by Slough Borough Council. This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days. 	Government Guidance for Contacts of People with Confirmed Case of Coronavirus	
25	Staff changing nappies	Staff	<ul style="list-style-type: none"> Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. Areas / changing mats / beds in use are cleaned before and after use. 	Guidelines on hand hygiene	
26	Laundry		<ul style="list-style-type: none"> Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 		

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27	Uniforms	Staff, Pupils	<ul style="list-style-type: none"> 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. 		
28	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> Disposable gloves are provided for staff/contractors Staff wear their usual washable uniform/clothing Mops are used for the tasks No jet washing takes place during the current COVID-19 - not under any circumstances Staff wash their hands when they have finished their task and dispose of the gloves. Clothing can be washed each evening as normal. As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school. 		
29	Communicating with staff and parents	All	<ul style="list-style-type: none"> Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. Parents will be informed of the general arrangements being made and an explanation of what is expected of them in terms of dropping off and collecting children and any other local procedures will be given. We will emphasise their role in terms of the national approach Include reminders of parents' roles in social distancing in the school's weekly newsletter Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school 		

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30	Storage and issuing of masks Putting on the masks	Staff	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. 	Advice on donning surgical masks and other PPE	
31	Ventilation including mechanical ventilation		<ul style="list-style-type: none"> Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. The risk of transmission through the use of ceiling and desk fans is extremely low.” 		HSE Advice: Air conditioning - The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.
32	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with. 		Whilst there is a high risk of covid transmission we will not carry out our regular fire drills.

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	Guidance	Comments
33	Food and drink Catering	All	<ul style="list-style-type: none"> ● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. ● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. ● Pupils are not allowed to swap food from their lunch boxes/plates. <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> ● regular handwashing ● those with symptoms to stay at home and get tested; ● prompt removal of anyone with symptoms; ● active engagement in test and trace; ● risk assessment in place for activities; ● limit unnecessary visits into the kitchen; ● maintain 2m distancing between workers – if not possible, additional measures, e.g. redesigning task. Physical barriers, PPE or face coverings. 	Government Guidance for Caterers	