

Kilmore Primary School			Risk Assessment No	002S	
Topic:	September 2020 SCHOOL REOPENING – DURING PANDEMIC		People at Risk:	Staff, Pupils, Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Head Teacher & SLT	Date:	01/09/2020	Date of Review:	Ongoing as guidance changes

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>1. Contracting Corona Virus</p> <p>How: Pupils and staff being exposed to the virus due to lack of social distancing from others/ coming into contact with the virus from touching an infected surface.</p>	<p>See Social Distancing RA001S</p> <p>Classroom Cleaning/sanitising check list in every classroom See <u>Cleaning/Sanitising Guidance</u></p> <p>The school have a drop off pick up procedure in place – staggered start and finish times and use of entrances.</p> <p>Year groups use different staircases: Year 4 – Red stairs Year 5 – Yellow stairs Year 6 – Green stairs.</p> <p>Staff and children to keep to the left on staircases and corridors.</p>	H	<p>Email was sent to all parents/carers detailing all the new arrangements for school opening September 2020 at the beginning of the summer holiday and then resent as a reminder at the end of August.</p> <p>All information to be added to the website for reference.</p> <p>Parents/carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings when on transport. The school requests all parents wear face coverings when enter the school site. The community has been encouraged to walk/cycle where possible</p> <p>All staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines during INSET days, all risk assessments available to all staff in a shared folder</p>		M

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	<p>A one-way system has been implemented in <u>some areas</u> and floor markings in place.</p> <p>Parents/carers will not be able to stand, wait and congregate while they drop off and pick up, however, those waiting for siblings will be in allocated area (the small cage)</p> <p>Guidelines sent to parents/carers by the school about the new school arrangements and social distancing. See <u>September Opening letter and FAQs Information presentation will be sent to parents and put on the website.</u></p> <p>Staggered start and finish times for all year groups see Before and After School RA028S</p> <p>Dedicated route(s) to the class has been implemented to reduce the risk of class bubbles coming into contact with each other.</p> <p>Head Teacher/SLT will keep school staff and pupils consistent within the class bubbles and not change where possible. PPA teachers will work across class and year group bubbles.</p>		<p>Evidence of a negative test will need to be provided before a staff member or pupil returns to school after showing symptoms of Covid19</p> <p>A protective screen has been installed at the Reception Area to protect front line staff.</p> <p>Visitor's risk assessment undertaken for parents/carers coming on site to settle Reception pupils</p>		

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	<p>Class bubble staff and pupils to avoid coming into contact with any other class bubbles during the school day, other than playtimes and lunchtimes when they will be in contact with outer bubbles (year group bubble) See Lunch Hall RA027S & Playtime RA026S.</p> <p>Rotas in place for staggered breaks/ lunch and outside play.</p> <p>Social distancing markers have been placed on floors/areas where pupils/staff must line up.</p> <p>Posters are displayed in prominent positions in the school playground where parents/carers pick up and drop off reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus.</p> <p>Parents/carers informed of the risks of the transmission of the virus whilst they travel on public transport and encourage them to walk to the school/cycle where possible.</p> <p>School office space risk assessed in order to reduce the risk of office staff coming into contact with each other and reduce the risk of contracting the virus.</p>				

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	<p>See Office/Reception Guidance See Office RA 008S</p> <p>Desks in office to be moved to ensure distancing is possible.</p> <p>Only office staff and SLT permitted to use the photocopier in the office and to enter the office</p> <p>All school staff and parents/carers have been informed that they can book a test (http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)</p> <p>Home testing kits to be kept in the office.</p> <p>No visitors are permitted to enter the school without prior permission from a member of SLT.</p>				
<p>2.Contracting Corona Virus How: Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors visitors and delivery persons (packages)</p>	<p>See <u>Contractors Guidance Checklist</u> – if a contractor needs to attend site to carry out essential works.</p> <p>Deliveries drivers not permitted to enter the school building and items should be dropped either next to the building if it is safe for them to walk through the playground or just inside the school gates.</p> <p>If packages cannot be unopened for a minimum of 24 hours then staff issued</p>	H	<p>Cleaning regime in place of all common parts and reception area.</p> <p>Staff permitted to only order personal items of an urgent nature to be delivered to the school office until further notice.</p> <p>Visitors guidance sent to all persons that have booked an appointment to visit the school. Visitors may not enter the building without an appointment.</p> <p>Office staff will sign any visitors in and out</p>		M

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	<p>with PPE to open the packages and empty the contents once they have been wiped down with a sanitiser</p> <p>See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works.</p> <p>On entry on to the school site, all contractors should be directed by the staff. At busy playground times deliveries should be left at the gate to be collected later.</p> <p>See Office RA008S</p>				
<p>3.Contracting Corona Virus How: Staff being exposed to the virus due to lack of social distancing from children and coming into contact with the virus after an infected pupil has touched a surface or showing symptoms of the virus</p>	<p>Child groups sizes will be determined individually by Headteacher and SLT and in accordance with government guidelines.</p> <p>Staff to ensure pupils wash their hands regularly – particularly before and after breaks/lunch and as detailed in bubble check list</p> <p>Staff induct children on the importance of handwashing and giving their peers some space when socialising.</p> <p>Staff supervise pupils washing their hands to ensure it is effective.</p> <p>For those children who have playtime</p>	H	<p>Bins Will Have lids. Regular emptying of bins will be monitored in case of over filling.</p> <p>New “Bubbles” groups have been determined by the Headteacher taking factors such as numbers/staff available/resources/timetables/rotas/SEND pupils etc.</p> <p>Breakout spaces to be allocated to specific outer bubbles (year groups).</p> <p>All areas including shared areas to be well ventilated and cleaned regularly.</p> <p>Plan for regular cleaning of resources within outer bubbles and allow resources to be cleaned and untouched for 72 hours if being used by a different outer bubble.</p>		M

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	<p>before entering the hall, lunchtime staff must ensure hands are sanitised before eating</p> <p>Premises staff to ensure there are tissues available for pupils and staff to ensure they dispose of them immediately and wash their hands.</p> <p>School staff have access to handwashing facilities and antibacterial hand wash.</p> <p>Staff reminded of the importance to maintain a robust hand washing/sanitising regime.</p> <p>Premises and classroom staff to increase the cleaning regime – particularly surfaces, door handles and toilets. Extra member of staff employed to do this.</p> <p>If pupil displays symptoms of the virus, they are taken by a staff member immediately to the medical room where the agreed procedure will be followed. See <u>Pupil with suspected Corona Virus Procedure</u></p> <p>Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side.</p> <p>Staff instructed to wash their hands</p>		<p>Any resources/books taken home by pupils will be cleaned/sanitised and left untouched for 72 hours.</p> <p>Pupils to bring their own labelled and filled water bottles to school, if they need refilling they are permitted to use signposted taps, which can be found in most classrooms. Personalised cups will be available in the classroom for children who do not have a water bottle</p> <p>Children from Y2 upwards will be given their own labelled stationary packs (pencil cases in Year 6)</p> <p>EYFS resources washed frequently in a sterilising solution and left to dry.</p> <p>If unable to social distance PPE is available to staff</p> <p>See premises RA 009S See flowchart for responding to suspected case</p>		

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	<p>immediately after sharing resources with pupils.</p> <p>Pupils encouraged by school staff not to touch their faces by school staff and organise awareness sessions (age appropriate)</p> <p>All soft furnishings and toys removed from the classroom if they cannot be suitably sanitised/washed.</p>				
<p>4.Contracting Corona Virus How: Children being exposed to the virus due to lack of social distancing from other children (from outside their bubble) or touching a surface/resource where the virus is present</p>	<p>Staggered breaks and lunch arranged by Senior Leadership Team</p> <p>Outside playtime rota in place</p> <p>Allocated areas and equipment</p> <p>Pupils encouraged by staff not to touch their faces by school staff and awareness sessions (age appropriate)</p> <p>Staff to supervise children when handwashing and drying of hands to ensure they are doing it correctly. Paper towels available for pupils and a bin to dispose of after use.</p> <p>Staff to only allow one child at a time to go to the toilet during class time.</p> <p>During playtimes and lunchtimes toilets will be checked to ensure children do not</p>	H	<p>Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets/taps.</p> <p>Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime.</p> <p>Plan for regular cleaning of shared resources within outer bubbles and allow resources to be cleaned and untouched for 72 hours if being used by a different outer bubble.</p> <p>Breakout spaces to be allocated to specific outer bubbles (year groups).</p> <p>All areas including shared areas to be well ventilated and cleaned regularly.</p> <p>Staff moving between bubbles to have their own sets of pens, etc.</p> <p>Assemblies to be conducted remotely through Teams.</p>		M

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	<p>gather</p> <p>Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets/taps – additional member of premises team for cleaning throughout the school day.</p> <p>Soft furnishings and toys limited in classrooms and regularly washed.</p> <p>Pupils to be given their own stationery sets and instructed not to share.</p> <p>Seating within the class to be distanced as far as is practicable.</p> <p>Staff to place desks/play and activity areas as far away from each other as is possible.</p> <p>Staff to organise the dining hall tables to ensure children from different class bubbles are socially distanced.</p> <p>Supervising staff to ensure pupils do not share drinking/eating utensils</p> <p>Parents/carers instructed to provide named individual drinking bottles for their child.</p> <p>Play equipment will be provided for each</p>		<p>Lists of children attending music lessons (which may cause children to cross bubbles) will be kept by Daisy.</p> <p>List of children attending wrap around care to be kept by Louisa.</p> <p>Outer bubbles of Years 4-6 to have their own staircases. Children in other year groups that need to use the stairs will need to ensure they are only using the staircase if no other children are already in transit.</p> <p>Bubbles and rotas (including staggered start and end times, lunch, playtime, music lessons, PPA) have been organised to reduce cross bubbling by pupils and staff.</p> <p>Staff reminded to socially distance and adhere to good respiratory and handwashing regimes.</p> <p>See flowchart for responding to suspected case See Wrap Around Care RA 003S</p>		

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	<p>outer bubble.</p> <p>See before and after school RA 028S See playtime RA 026S See lunch hall RA 027S</p>				
<p>5.Contracting Coronavirus How: Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming in to contact with the virus on contaminated surfaces and equipment.</p>	<p>Signs in the staffroom indicating the amount of people permitted at one time. Staff must take responsibility not to enter the room if the limit has already been reached.</p> <p>Signage displayed in the staffroom reminding staff to sanitise all contact areas after use.</p> <p>Cleaning and sanitising chemicals available for use around the school.</p> <p>Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes.</p> <p>Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes.</p>	H	<p>Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks.</p> <p>Staff to wash or sanitise hands on entering the building and after touching resources that have been used by pupils in their “bubble”</p> <p>Staff to take responsibility for reducing mixing with staff from other “bubbles”</p> <p>Staff provided with PPE if they are unable to socially distance or they feel it is necessary.</p>		M
<p>6.Contracting Corona Virus How: Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area /</p>	<p>Room cleaning sheet in place – staff to update when cleaning has taken place.</p> <p>Cleaning checklist in place for all common areas in the school</p> <p>Premises and school staff to ensure adequate supplies of tissues and paper</p>	H	<p>Premises Manager to ensure there are adequate staff available to increase the cleaning regimes</p> <p>New toilet cleaning regime implemented Cleaning and sanitising equipment in staff toilets is available for staff to wipe down after use</p> <p>The main reception desk and Sign in Equipment is</p>		M

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<p>equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<p>towels are available during the school day for toilets/classrooms/areas</p> <p>Full clean undertaken by School Cleaners after the school day has finished</p> <p>Handwashing and sanitising stations are available around the school</p>		<p>cleaned and sanitised as part of the pinch points cleaning rota.</p> <p>See office RA 008S</p> <p>Cleaning/sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc.</p> <p>See lunch hall RA 027S</p> <p>Guidance issued to all Contractors, which details the cleaning and sanitising regimes within the school.</p> <p>Visitors guidance issued prior to any person coming on site.</p>		
<p>7.Lunchtimes How: Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>			<p>See lunch hall RA 027S</p>		
<p>8.Waste How: No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus.</p>	<p>School Waste Procedure in place.</p> <p>Collection of waste from classrooms/ areas timetable in place. Staff to call for premises if waste needs collecting</p> <p>PPE available for all staff in the medical room</p>	<p>H</p>	<p>All premises staff aware of procedure to deal with the waste generated after cleaning an area where a person/pupil has used that has displayed symptoms of the virus. Negative test waste disposed of in normal school waste bins.</p> <p>Waste from a positive test will be disposed of in accordance with government guidelines</p>		<p>M</p>

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No identified storage area for contaminated waste. No PPE available			Lidded pedal bins available in all classrooms The lockable store outside the back of the school has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test.		
9.Equipment How: Existing school equipment causing an increase to the risk of exposure and transmission of the virus.	Hand Driers have been disconnected. Water fountains disconnected	H	Paper towels are provided to ensure proper drying of hands Water bottle filling stations have been identified		M
10.School Trips How: Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.	No school trips are currently planned Local forest school will continue to take place for Year 6 classes, subject to risk assessments to be completed.	M			L
11.Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus. Parents / carers not aware of any reported cases in the school.	The school will keep in constant contact with parents/carers about the measures that are taking place and any changes made.	M	School Leadership Team fully aware of the NHS “Test, Track & Trace” process. System in place to obtain contact details for all those entering our site. School will update parents/carers regularly on any new advice/guidance from Lewisham/PHE/Government. School procedure in place to update parents/carers of any persons (within the school setting) that has had a		L

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<p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>			<p>positive test for the virus confirmed.</p> <p>Template letter available to send to parents in the event of a positive test result.</p> <p>All school staff inducted about new procedures during September INSET days.</p> <p>School staff will be notified immediately by the Headteacher on any changes in government advice about coronavirus and any new measures.</p> <p>School will invite Trade Union and staff reps to meet with SLT to discuss any health and safety concerns.</p> <p>All planned visitors to the school will be sent a guidance document prior to the visit to inform them of all school arrangements and expectations</p> <p>See FAQs document for parents and September opening letter.</p> <p>See Visitors Guidance</p>		
<p>12.First Aid/Intimate Care How: No first aid or intimate care RA in place to include new Covid risks on site</p>	<p>See first aid RA 004S See intimate care RA 007S</p>	H			M
<p>13.Medications/ Medical Conditions</p>	<p>See medications RA 005S</p>	H			M

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<p>How: No medications RA in place to include New Covid risks on site.</p>					
<p>14.Fire How: No Fire Risk assessment in place to include the new Covid risks on site</p>	<p>See fire safety RA 006S</p>	<p>H</p>			<p>M</p>
<p>15.Face Coverings/ Masks How: No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	<p>All parents/carers to be encouraged to wear a face covering when entering the school grounds</p>	<p>H</p>	<p>If pupils, staff or visitors are wearing a disposable face covering, these will need to be disposed of in the same way as contaminated waste.</p> <p>Staff and parents to have face-covering information sent to them/talked through with them. Poster also to be displayed on website.</p>		<p>M</p>
<p>16.SEN How: Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva</p>	<p>PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus.</p> <p>A risk assessment will be undertaken for specific pupils when necessary.</p>	<p>H</p>	<p>A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus. See individual staff risk assessments</p> <p>Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE.</p> <p>Staff working in the SEN room to take responsibility for cleaning surfaces between seeing pupils.</p>		<p>M</p>

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<p>17.Behaviour How: Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.</p>	<p>See updated Behaviour Policy with addendum specific to coronavirus</p>	<p>H</p>	<p>Risk assessments may be undertaken for specific pupils.</p> <p>All staff reminded to report any incidents of violence and aggression – and if required an accident/incident form completed.</p>		<p>M</p>
<p>18.Furniture/Resources How: Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus</p>	<p>Staff to ensure strict supervision when introducing any new equipment or resources.</p> <p>All equipment/resources will be age/ maturity appropriate and included in an activity risk assessment.</p> <p>All soft furnishings/toys that cannot be washed will be removed from classes.</p>	<p>H</p>	<p>All equipment/resources can be shared by children and adults in the same “Bubble” and cleaned as part of the routine cleaning regime.</p> <p>All equipment/resources shared with other bubbles such as science/art/sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours.</p>		<p>M</p>
<p>19. Outside Play Equipment How: External play equipment not age/size/ appropriate causing lack of understanding/ injury/harm. Equipment damaged/ not safe to use. Equipment not sanitised or shared by different “bubbles” at risk of</p>	<p>All external play equipment will be risk assessed to ensure it is age/maturity appropriate.</p> <p>All play on external equipment will be supervised by school staff.</p> <p>All external play equipment is visually inspected by premises staff monthly.</p> <p>An annual inspection and service is undertaken by a competent contractor.</p>	<p>H</p>	<p>Pupils given individual sand trays to use.</p> <p>Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”)</p> <p>Outside resources washed in water tray with sterilising solution and left to dry overnight.</p>		<p>M</p>

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transmitting the virus.	See playtime RA 027S				
20. PE How: Exposure to the virus due to equipment not sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.	A selection of PE equipment assigned to each “bubble” See PE and Sport RA 025S	H	Sports and activities undertaken outside when possible. No contact sport timetabled. Equipment cleaned and sanitised between “bubbles”. Pupils to wash hands before and after PE lesson. Teacher to demonstrate activity and then remotely supervise the pupils. Equipment spaced out to enhance distancing around the pupils and staff.		M
21. Transport - School How: Exposure to the virus due to lack of social distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different “bubbles” mixing.	None We have no school transport.				
22. School Estate How: School not safe to reopen. Building checks not undertaken, Water stagnation due to low	All visual fire/water/gas/electric/lift checks undertaken by premises staff.	H	Statutory maintenance check undertaken by premises staff August 2020 – prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist)		M

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occupancy – risk of legionella. No site inspection undertaken to identify hazards.			<p>Full site inspection undertaken by premises/SLT/governor 04/09/2020</p> <p>All water outlets flushed regularly, and records maintained.</p> <p>Add update here if samples have been taken recently.</p>		
<p>23. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus</p>	None	H	<p>All doors and windows kept open</p> <p>Desk and ceiling fans can now be used as long as the area is well ventilated.</p> <p>Air conditioning can be used (still keeping the room ventilated).</p>		M
<p>24. Staff Meetings How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.</p>	None	H	<p>Meetings will be planned to take place in the largest available room to ensure social distancing</p> <p>Meetings to be kept to a minimum time to limit time school staff spend together.</p> <p>Smaller groups will be considered where appropriate.</p> <p>Meetings to involve a larger number of people will be conducted over Teams.</p> <p>Meetings with parents/carers only permitted if they are of an urgent matter. (Indoor) Room to be arranged to ensure social distancing.</p> <p>Visitor guidance sent to parent/carer prior to meeting.</p>		M
<p>25. Personal Protective Equipment (PPE)</p>	PPE available for first aid and intimate care	H	All school staff issued with guidance on the wearing and removal of PPE.		M

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<p>How: Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE available, not correct standard of PPE</p>	<p>PPE available for cleaners in office or cleaning cupboards situated around the school.</p> <p>Procedure in place for a pupil displaying symptoms of the virus – emergency PPE to be found in medical room.</p> <p>Staff at the main gate to wear PPE if they are feeling anxious and at risk from parents/carers.</p>		<p>All PPE purchased in accordance with PHE https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
<p>26. Working from Home How: Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.</p>	<p>Staff issued with working from home RA and guidance on working from home</p>	M			L
<p>27. Lettings How: Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.</p>	<p>No lettings permitted.</p>	L	<p>No Letting permitted until further notice.</p>		L
<p>28. Wrap Around Care</p>	<p>See Wrap Around Care RA 003S</p>	H			L

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How: No WRAP care RA undertaken to include the risks of Covid					

Signed: Kate Glasheen

Role: Head Teacher

Date: 08/09/2020