



School Name:	Valley Nursery School
URN Number:	104137

Expectations as at the 1 June 2020		
Year Group	Will you be providing provision from the 1 June 2020 (Y or N)	Predicted number of pupils/
Nursery	Yes N2's 1 st June N1's 8 th June 2 year olds 8 th June	Four classrooms 15 morning /13 all day 30hours / 15 afternoon 4morning / 3afternoon 12 morning / 8 all day / 8 afternoon
Reception		
Year 1		
Year 6		

What are your 3 most significant risks identified in your risk assessment?	Spread of Covid-19infection due to close contact with children and families Spread of infection due to increased staff attendance Cleanliness of resources and opportunity to clean between sessions
Are there any additional issues you wish to flag with the LA in terms of your ability to re-open?	Unable to adhere to strict social distancing guidelines due to the age of the pupils and the

If you are not looking to extend provision from the 1 June what date have you discussed with your Governing Board as a possible date of extended opening?	1 st June opening for N2 children
If you are not making a full offer, what provision is in place for pupils in these year groups?	Full offer for all pupils Those that choose not to attend will still have access to online learning can be accessed via the school Facebook page and website. Home learning packs have been produced and distributed.
What factors, if any, are preventing you extending your offer to these year groups if you are not yet intending to open?	N/A

This risk assessment has been completed based on the national and local guidance at the time having taken account of the additional risks/hazards/controls specific to this school.

Signature:Dawn Kelly HEADTEACHER

Date:30th May 2020

Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure)

Assessment date:
30/05/20
Name of assessor:
Dawn Kelly

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> Children have attended throughout 'Lockdown' supported by staff The group has formed a cohort and has worked together; Staff have endeavoured to keep 2m apart from other staff members Work areas have been assessed to ensure staff are at least 2m apart The occupancy has been reduced within the building with those staff who can work from home or other locations doing so Our environment has been clearly divided into 3 mini schools and neither staff or children from those groups will mix, Guidance for early years is 1 to 8 so our maximum will be 16 per room (a room being the equivalent of three big classrooms open plan). Each room will be divided into mini areas each of which will have two adults per group and two adults responsible for food prep and cleaning. Each bubble group within each classroom will be segregated and will not be working in the same space at the same time. Three distinct playgrounds means we can have groups inside and out in order to distance the groups. The groups will maintain the 2m distance and the timetable ensures this will happen. However, within those groups of eight children we fully expect children will play with each other and with 	<ul style="list-style-type: none"> 	M	<ol style="list-style-type: none"> All staff to facilitate in their designated area 29/05/20 29/05/20

Commented [SP1]: Just to clarify no bubble will be bigger than 8 is that correct??



		<p>the limited resources available.</p> <ul style="list-style-type: none"> • These distinct areas have been identifies as above and distance will be maintained. One mini-school will not cross paths with another. • 30 hour and 15 hour children kept in separate 'mini school' /'bubbles' of no more than 16 children. Each with designated members of staff that do not come into less than 2m contact with other staff. 30 hour children in classroom to allow for greater social distancing at lunchtimes • Separate outdoor area for each 'bubble' and this is accessed from each separate classroom. Shared equipment to be cleaned after each group has finished. Each group to have a designated box of toys to bring outside. • Classroom and resources for 15 hour provision to be cleaned at the end of the morning session before afternoon children arrive • Classroom and resources for 30 hour provision to be cleaned at the end of the morning session • Shared offices are not being used by more than one member of staff at a time. Office will only be used by one member of staff • Notices encouraging the 2m rule are displayed throughout the school and on the school gates. A staff member will welcome children from the gate. Each child welcomed in through the gate and once they are in the next child will be welcomed • Vulnerable staff have been identified and are working from home • Staff informed to keep 2m apart for other staff members who are not part of their cohort group or bubble. This has been discussed with every staff member and is understood. • Work areas have been assessed to ensure staff are at least 2m apart. The classrooms are huge and staff can easily maintain distance but need to take responsibility for maintaining this. In smaller areas (children's toilets/kitchens) only one staff member is 			
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Commented [SP2]: This is fine as within the guidance the bubble/ group can mix but not with other groups

Commented [SP3]: The fact that this control is in place is worth noting within the risk assessment



		<p>allowed at one time)</p> <ul style="list-style-type: none"> It is the choice of the parents to bring their children or not. We have contacted every parent and are expecting 45-50% of children return Barriers/cupboards in classrooms will promote 2m social distancing Notices are positioned in school and out to encourage the 2m rule As per Government guidance the rooms look like skeletons of their usual selves. All soft toys, bean bags, cushions and furnishing have been removed. All displays have been taken down apart from those which are laminated (as per public health guidance). A cleaning rota has been set up so that toys inside and out are cleaned after every use. More cleaning products have been purchased and PPE equipment sourced. 			
Segregation of pupils	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> Each group has a dedicated work space indoor and outdoor and they remain within this area for the session Tables and activities are further apart Classrooms have been reorganised and reduced and tables and other furniture spread further apart The quantity of resources available in the classroom has been reduced Displays have been removed from the walls At lunchtime children are spaced further apart to allow for social distancing and to avoid cross contamination of food from home For outdoor equipment we are applying the same rules as we are with indoor toys and cleaning after every use. Each 'mini school' / 'bubble' have a routine to ensure safe practices and social distancing can be adhered to. Children have to sanitise hands and wash hands on entry into the classroom at the start and end of a session and when moving from outdoor to indoors and prior to snack. They will then each use sanitiser after 	<ul style="list-style-type: none"> Weekly reviews will be held with leads and have invited staff to contribute to the reviews to note any areas of concern so that changes can be implemented along the way, Staff are all aware that they have a voice and their views are important 		<ol style="list-style-type: none"> All staff 29/05/20 29/05/20

Commented [SP4]: Again these are all sensible controls and should be included within the risk assessment

Commented [SP5]: Whilst this is good practice there is a requirement specifically to consult with workers and worker representatives when compiling this risk assessment and I would advise you record that you have a consultation process within the control measures



		<p>every hand wash and change of activity during the session.</p> <ul style="list-style-type: none"> We don't expect children to queue and we don't expect them to distance from each other. They will congregate in groups of 8 and mix with their small group. The children are 2, 3 and 4 years of age. <p>The separate bubbles will stay with their groups at all times with the same adults. During lunchtime these same adults will supervise the children (30 hour children) Staff administering medication should be from the Pupils Bubble and all children's medication is in a dedicated area in each mini school If contact is required gloves should also be worn and then staff wash their hands following the government guidance of at least 20 seconds in the correct manner. Staff understand this as it is usual practice.</p>			
Staff and parent interaction. (Including meetings)	All staff, parents and children through transmission of Covid-19	<ul style="list-style-type: none"> Parents contact the school by, including telephone, website, email and social media contacts Meetings with parents are done using telephone systems initially. If face to face meetings are needed these have been conducted in the open air, observing social distancing. Where this is not practicable the meeting has taken place in the reception area within school, ensuring that there is ample fresh air , social distancing and privacy Minimum participants attending meetings, maintaining 2m separation throughout Staff have their own pen, no sharing of pens, pencils etc Parents have been advised that 1 parent is to pick up and drop off their child to limit adults waiting at the gate. The children will arrive at school at staggered times to avoid congestion. They will arrive at three separate locations which will keep them apart. Staff will greet them from outside and no parents allowed in school grounds. There will be sufficient staff at each location to 		M	<ol style="list-style-type: none"> DK/ SLT at gate, all staff to be aware. 29/05/20 29/05/20



		<p>guide the children into school.</p> <ul style="list-style-type: none"> • Reminder posters on gates regarding social distancing and parents to be verbally reminded as needed • SEN reviews / parent meetings to be conducted via phone, video conferencing as required. If a parent cannot access these they will be conducted in our outside area • Parents will not be invited into school for the next seven weeks and there will be no requests for signatures or letters distributed. Each mini school has its own mobile phone and parents have been told to expect phone calls about accidents or existing injuries or any other important information sharing. • Those staff who require a laptop will have access to allow for remote working to facilitate video conferencing • Each entry point has signage which displays instruction, hygiene practices, 2m social distancing etc. These signs are prominent and laminated and on each gate. They are also advertised on our Facebook page. • One member of staff travels by public transport and is prepared with PPE and hand sanitiser. • There is no vehicular access and we have said no to the use of the buggy parks at this time 			
Staff and Staff interaction	All staff through transmission of Covid-19	<ul style="list-style-type: none"> • Staff members instructed to adhere to social distancing at all times • Reminders and notices are clearly displayed at critical points around the building including staff only areas • Specific staff and children 'bubbles' created • Morning staff and children leave the building prior to afternoon staff and children arrive • SLT will have minimal handover (where necessary) to ensure a teacher is on site at all times • Each 'bubble' to have a separate designated area for their belongings • Break times have been staggered to allow for demand on staffroom and kitchen to be spread out 	<ul style="list-style-type: none"> • Staff to be given copy of RA and sign to indicate they have read it and will adhere to it 	M	<ol style="list-style-type: none"> 1. DK and all staff to be aware and maintain 2. 29/05/20 3. 29/05/20

Commented [SP6]: With these controls detailed this is acceptable



		<ul style="list-style-type: none"> Separate relaxation/break areas for staff have been identified for each of the mini schools 'bubbles' and staggered breaks to promote distancing 			
Statutory and best practice inspections	All staff and children through transmission of Covid-19 through poor compliance	<ul style="list-style-type: none"> All statutory compliance testing has continued throughout Statutory and best practice checks have been completed taking into account the controls highlighted within the risk assessment and the contractors own risk assessment All usual safety and building checks being completed. Dishwasher, washing machine and taps, toilets, regularly flushed through and / or used; emergency lighting, legionella testing etc Statutory and best practice check has been completed by schools Health and Safety coordinator Caretaker has continued with statutory testing during the last ten weeks 		M	<ol style="list-style-type: none"> SLT, caretaker, DK 01/06/20 01/06/20
Contamination on surfaces including toys and equipment	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> All soft furnishings have been removed from the outset All soft toys or toys which may have parts which are difficult to clean have been removed All surfaces and equipment are suitably sanitised between each group use, including all outside play equipment and toys All surfaces are sanitised at the end of each day Staff in each mini school classroom are responsible for cleaning the classroom and resources before afternoon children arrive, including: - <ul style="list-style-type: none"> empty bins wipe over surfaces spray toys sweep floors clean bathrooms change toilet rolls wipe over door handles and other touch points <p>When a group has finished accessing the outdoor area it</p>		M	<ol style="list-style-type: none"> All staff 29/05/20 29/05/20



		<p>will be cleaned before the next group accesses it. There are separate boxes of toys for each group.</p> <p>To clean:</p> <ul style="list-style-type: none"> • Bike - handle bars / seat • Climbing equipment and balance resources • Any extra resources taken out in that session <p>Extra resources for cleaning have been purchased and extra cleaning session in the middle of the day as well as the hourly clean by teaching staff</p>			
Lack of effective cleaning	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at the end of each session and at the end of the day • Frequent cleaning of work areas, classrooms and equipment between uses, using usual cleaning products • Cleared areas and removing waste and belongings at the end of each session • Limited use of high-touch items and equipment, for example, printers or whiteboards, including regular cleaning • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, touch points, surfaces and toys, and making sure there are adequate disposal arrangement • Surfaces that are frequently touched are cleaned at regular intervals throughout the day by office based staff and includes: - <ul style="list-style-type: none"> ○ All door handles (on both sides) including office, classroom doors, gates, toilets, staff room and main entrances ○ Key pad into main door ○ Taps in toilet ○ Hand dryer ○ Taps in staff room/ kitchen ○ Handle of kettles ○ Handle of dish washer 	○	M	<ol style="list-style-type: none"> 1. All staff to be aware and take responsibility throughout the day. 2. 29/05/20 3. 29/05/20



		<ul style="list-style-type: none"> ○ Latches on gates ○ Press to exit button <ul style="list-style-type: none"> • Whole school cleaned at the end of each day • After each teaching session classroom and resources are cleaned (see above list) • Aprons, gloves and masks are available for staff to wear whilst cleaning • Shared ICT equipment used only when essential and cleaned after use 			
Lack of effective ventilation	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • All windows opened at the start of each day, doors opened when possible • This is a large Victorian school with lots of doors and lots of windows. • The air conditioning in one room has been inspected very recently 		L	1. All staff 2. 29/05/20 3. 29/05/20
Personal Hygiene, toilet and changing facilities	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • Handwashing facilities are available to all staff. These include those in the following locations: Studio, Discovery, Chicks classrooms, staff room, bathrooms • Hand sanitisers are located in each classroom, staffroom and office • Signs and posters are displayed to build awareness of good handwashing technique, • Signage is child-friendly with pictorial representations • Providing regular reminders and signage to maintain hygiene standards • Hand sanitiser is provided in multiple locations in addition to bathrooms • Tissues, bins and sanitiser are located within each group area to encourage pupils to 'Catch it, Bin it, Kill it' • Toilets are cleaned regularly to ensure they are kept clean and social distancing is achieved as much as possible • Changing facilities are sanitised after each use • Enhancing cleaning for busy areas. • Posters with clear pictures showing the correct technique for hand washing are located next to sinks • Handwashing techniques are modelled to children so 	•	M	1. All staff 2. 29/05/20 3. 29/05/20



		<p>they have a clear understanding</p> <ul style="list-style-type: none"> • Boxes of tissues are located throughout each classroom • Children's toilets will be cleaned every hour in every school section and then at every break (lunchtime) and between sessions • Toilet rolls changed • Paper towels are available for the children to use in each bathroom, in a closed dispenser • Bins are emptied • Each bubble has its own toilets attached so each group of children have their own and each group of adults have their own access to their own set of toilets. • Toilet occupancy limits have been set to ensure social distancing can be maintained • Staff have been instructed to clean their own toilet and provided gloves and disinfectant wipes and hand sanitiser in each one. • Children will only be changed by adults from their distinct bubble. Same staff, same children, same space, same toilets, same for intimate care. PPE is provided for these times. • New clothes and nappies and wipes etc have been purchased and parents asked not to bring in bags and spare clothes and belongings (apart from SEND pupils with specific needs.) 			
Staff at increased risk from the virus	Staff identified as vulnerable through transmission of Covid-19	<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed • Staff who have been advised to shield are advised to work from home • Support is provided for workers around mental health and wellbeing • Four staff members who live with very clinically vulnerable adults. 3 are BAME and one is pregnant. We have agreed that they will not return to school during the summer term • Every parent spoken to about our extended opening and parents are making their own decisions regarding 	<ul style="list-style-type: none"> • Guidance read by SLT, attendance at online Governors, Nursery Heads, LA meetings to share good practice and stay up to date with guidance • Vulnerable workers to remain working from home 	L	<ol style="list-style-type: none"> 1. DK 2. 29/05/20 3. 29/05/20



		<p>their personal circumstances. In all known cases those living with vulnerable adults and those children with high medical needs will not be returning to school.</p> <ul style="list-style-type: none"> • SLT keeping in touch with staff at home via phone support • Wellbeing meetings with any staff in school needing support • Whole school WhatsApp group to allow staff to keep in touch with each other 			
Pupils at an increased risk from the virus	Staff identified as vulnerable through transmission of Covid-19	<ul style="list-style-type: none"> • Pupils identified as needing to shield are not attending school • Pupils living with someone who is shielding are not attending school • Parents have access to home learning packs and learning ideas via school Facebook page • Pupils identified as needing to shield are not attending school, additional arrangements have been made to support parents (SENCO) • Personalised learning packs to be sent to parents of identified SEND children to support their targets • No clinically vulnerable children or those that live with clinically vulnerable people identified wish to attend school 	•	L	<ol style="list-style-type: none"> 1. DK/ SLT 2. 29/05/20 3. 29/05/20
Visitors and contractors	All staff, contractors and children through transmission of Covid-19	<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • Sanitation and hand washing is available for visitors • Only essential visitors and no visitors displaying symptoms allowed on site. Social distancing of 2m to remain in place • Hand sanitiser available at entrance to building • Where visitors are essential they signed in by office staff to avoid contact with pens and visitors book • Contractors to use designated toilet and sink if needed • Only essential contractors allowed into the building by 	•	L	<ol style="list-style-type: none"> 1. SLT 2. 29/05/20 3. 29/05/20



		<p>prior arrangement</p> <ul style="list-style-type: none"> Staff to be informed of contractor visits if in school time and to take children outside to avoid contact 			
Staff with symptoms of the virus	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> Staff who have any symptoms have not attended work Staff with symptoms have worked from home dependent on situation 	<ul style="list-style-type: none"> Staff with symptoms to remain at home and isolate for 7 days 	M	<ol style="list-style-type: none"> All staff Ongoing
Pupils with Symptoms of the virus	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> Student showing symptoms of COVID 19, are sent home immediately PPE available including Apron, Goggles, moisture resistant face mask and gloves Staff and pupils engaged with the person showing symptoms are encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique Intervention room to be used for a pupil who is unwell; windows to be opened. Use of designated room (one for each mini school) Member of staff waiting with unwell child to wear full PPE: face shield or mask, apron and gloves All staff received training regarding procedures if a child is unwell 	<ul style="list-style-type: none"> 	M	<ol style="list-style-type: none"> All staff to be aware 29/05/20 29/05/20
Deliveries and collections	Office staff and delivery drivers through the transmission of Covid-19	<ul style="list-style-type: none"> Minimised all unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Ordered larger quantities of inbound materials less often to reduce deliveries Supply of hand sanitiser for employees is readily available to use whilst handling deliveries when handwashing is not practical Delivery to school enclosed school entrance porch Staff collect once delivery personal has left the site. Hand sanitiser is available at that entry point and touch surfaces will be cleaned after every delivery. 	<ul style="list-style-type: none"> 	L	<ol style="list-style-type: none"> Office staff/ DK 29/05/20 29/05/20



Access and Egress	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • Provided hand sanitiser at entry and exit points. For both children and adults as they enter the building • Regular cleaning of touch-based security devices such as keypads • Provided more storage for employees for clothes and bags • Arrival and dismissal information outlined above • No access for parents to buggy shelter • Parents to not enter school site. • Pupils collected one at a time and will access through gate and move in a one way system, parents to queue maintaining 2m distance. Signs in place to remind parents of this • Children are given hand sanitiser as they come into and exit school. When arriving they are then taken to wash their hands as well • Lunch boxes/bags to be sprayed with antibacterial spray • Staff greeting children at the gate to wear gloves • Staff in each mini school to use store cupboard for their belongings. • Staff to arrive and depart through appropriate entrance, then sign in with sheet in designated mini school classroom 		M	<ol style="list-style-type: none"> 1. All staff 2. 29/05/20 3. 29/05/20
Common areas	All staff through transmission of Covid-19	<ul style="list-style-type: none"> • Rearranged seating and tables to maintain spacing and reduce face-to-face interactions and maintain the 2m social distancing where possible • Identified specific toilet areas for specific mini school group of staff • Encourage all personal items to be stored in lockers or pegs within the mini school area • Staff are on a morning or afternoon rota to avoid any congregation or need for lunch break • Classroom furniture rearranged to allow 2m distance between tables. • Office areas- no member of staff apart from the head in her office, School business manager in her office. Staff 		M	<ol style="list-style-type: none"> 1. All staff 2. 29/05/20 3. 29/05/20



		<p>understand that they are not permitted to enter these rooms. No staff will be working face to face and there is no hot desking.</p> <ul style="list-style-type: none"> • Workstations are entirely separated. • Classrooms have barriers to ensure that staff stay in their designated areas and a timetable ensures that teams and groups cannot mix with each other. 			
Moving around the building	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • Shared equipment is sanitised before being used by another group or staff member • Any equipment shared between different groups of children to be cleaned between usage • All equipment needed for the teaching session to be taken into the classroom at the start • Staff arrival and departure times staggered 	• .	M	<ol style="list-style-type: none"> 1. All staff. 2. 29/05/20 3. 29/05/20
Work places and work stations	All staff through transmission of Covid-19	<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • Workstations are assigned to an individual as much as possible. • Reviewed layouts, to let employees work further apart from each other • Avoided face-to-face working • Groups spread widely across the space • Office staff and SLT to work at their assigned desk only • Staff to maintain a 2m distance from each other within school 	•	L	<ol style="list-style-type: none"> 1. All staff 2. 29/05/20 3. 29/05/20
Meetings	Staff needing to attend meetings being at risk of contracting Covid-19 from other attendees.	<ul style="list-style-type: none"> • Controls as above for work places will be applied • Essential SLT meeting conducted at 2 metre distance and using 'Teams' • WhatsApp calls to be utilised for regular SLT meetings • Governor meetings will be accessed through 'Teams' <p>All communications with families made via email, text service, telephone and Facebook and website updates</p>		L	<ol style="list-style-type: none"> 1. All staff 2. 29/05/20 3. 29/05/20



Accidents, incidents and emergencies	All staff and children through transmission of Covid-19, injury due to the ongoing emergency.	<ul style="list-style-type: none"> • Number of first aiders / fire marshals reviewed • First aid and fire safety provision and equipment is adequate for the new working environment • First aid qualified staff, fire marshals are available during the operating hours • Adequate PPE is available for staff in all emergencies • Fire safety systems have been tested during lockdown are tested • Adequate means of escape is maintained • Keys to external gates are available to occupiers • In the event of CPR, the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival • Essential SLT meeting conducted at 2 metre distance and using 'Teams' • WhatsApp calls to be utilised for regular SLT meetings • Governor meetings will be accessed through 'Teams' • All communications with families made via email, text service, telephone and Facebook and website updates 		L	<ol style="list-style-type: none"> 1. SLT 2. 29/05/20 3. 29/05/20
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<p>Parent queuing outside school</p>	<p>All parents through transmission of Covid-19</p>	<p>Parents / carers safely queue outside the school while waiting to drop off or collect children</p> <ul style="list-style-type: none"> • Markers identify the 2m spacing in waiting areas outside the school • Staff wear gloves to open and close and / or sanitise gates and wash hands before and after touching the gates • Staff opening and closing gates to wear gloves • Parents to queue outside gate at a 2m distance. • Path wide enough for parents to stay a safe distance away from the road • Social distancing signs on gate 	<ul style="list-style-type: none"> • 	<p>M</p>	<ol style="list-style-type: none"> 1. SLT 2. 29/05/20 3. 29/05/20
<p>Transport to and from school</p>	<p>All staff, parents and children through transmission of Covid-19</p>	<ul style="list-style-type: none"> • On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method • All children arrive by walking or in a private vehicle 	<ul style="list-style-type: none"> • 	<p>L</p>	<ol style="list-style-type: none"> 1. Staff on gate to be aware. 2. 29/05/20 3. 29/05/20
<p>Communication of control measures to staff, pupils and parents</p>	<p>All staff, parents and children through transmission of Covid-19 due to insufficient communication of control measures.</p>	<ul style="list-style-type: none"> • Engaged with staff during the development of the risk assessments and identification of suitable control measures • Provided clear guidance on social distancing and hygiene on arrival through signage / visual aids • Provided clear, consistent and regular communication to improve understanding and consistency of ways of working. • Used games, songs and stories to help explain the new rules to children • Engaged with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements • Developed ongoing communication for staff prior to returning to site, especially around new procedures for arrival at work • Staff to complete Covid-19 course to have a good understanding of best practice in the workplace • Staff consulted about new practises 	<ul style="list-style-type: none"> • Communication book in each classroom will be reviewed regularly by the senior team 	<p>L</p>	<ol style="list-style-type: none"> 1. All staff 2. Ongoing 3.



		<ul style="list-style-type: none"> • Communication book in each classroom to share information and ideas • Children have ongoing discussions through play with staff to discuss new rules • E-book and social story to be shared with children • 			
PPE provision	All staff and children through transmission of Covid-19	<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • An emergency PPE kit is provided to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school • During intimate care or administering first aid, gloves, face shield and an apron must be worn as well • Gloves must be worn for food preparation • All staff working 1:1 with identified SEN children must wear gloves and an apron when working with their specific child • Full PPE, face shield, apron, gloves available for any member of staff that would like it 	•	M	<ol style="list-style-type: none"> 1. All staff 2. 29/05/20 3. 29/05/20
Teaching pupils with SEN	All staff working 1:1 with higher level needs children through transmission of Covid-19	<p>The school has:</p> <ul style="list-style-type: none"> • Reviewed each child's risk assessment to ensure that suitable controls are in place • Provided additional PPE for personal care • Allocated dedicated staff to care for individual children where personal care is needed • Ensured that personal care environment and equipment is thoroughly sanitised following each use • Used SEN tools to help communicate the control measure and new rules to the pupils • Allocated staff members who will be working 1:1 with identified children to ensure regular hand washing and sanitizing 		M	<ol style="list-style-type: none"> 1. Members of staff working 1:1 with identified children / SENCo 2. 29/05/20 3. 29/05/20



This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.

Signature:

Date:

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review