

School January risk assessment: HISP

Name of school: Portswood Primary School

Name of person filling out this assessment: Anthony Head

Date of completion: 26/7/2021

Review date: April 2022

Date of review by governing body:

When assessing risk, leaders and governors must use professional judgement and seek further advice as appropriate. We recommend that settings use the following formulae to identify risks and to formulate appropriate countermeasures.

Impact x Likelihood = Risk

Impact	Score	Health and safety effect
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.

Likelihood	Score	Expected frequency
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Overall risk rating: Impact x Likelihood = Risk						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

Level of Risk	Overall Rating	How the risk should be managed
HIGH RISK	15-25	Immediate Management Action
MEDIUM RISK	9-12	Plan for Change
LOW RISK	1-8	Continue to Manage

When completing this document please be mindful of the following guidance from the department for education:

Government statements from guidance:

- 'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term'
- 'Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures.'
- 'If schools follow the guidance set out here, they can be confident they are managing risk effectively'

What are the hazards?	Who might be harmed and how?	Existing control measures (what are you already doing?)	Planned, additional control measures to allow for school reopening? (what else are you going to do?)	Who is responsible for enacting these measures?	When will they be completed by?	Impact score	Likelihood score	Risk score	
Class/school organisation Close contact with others causes virus to spread throughout the staff and pupil population.	Staff, Pupils, Visitors	Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). All health and safety compliance checks have been undertaken before opening.	Reopening protocols written. Identified year group size in place. Systems in place to minimise group mixing.	All staff	26 July 2021 26 July 2021	4	2	8	
		Children to be taught as classes of no more than 30 children.	Health and safety check of the site carried out by the Trust to ensure compliance.	Health & Safety lead					
		Staff shortages to be covered in-house if possible. Children not to be split across year groups. decide which lessons or activities will be delivered:	Protocols of reopening written. Children divided into year group sizes and allocated to a specific teachers and classrooms.	Principal	26 July 2021	4	2	8	
		<ul style="list-style-type: none"> • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning 	Protocols in place for staff shortages.						
			Teachers weekly timetable created to ensure reduced mixing of pupils outside of classroom when undertaking activities such as PE	Principal Class teachers	3 Sept 2021	4	2	8	

		<p>environment to reduce movement around the school or building</p> <ul style="list-style-type: none"> plan parents' drop-off and pick-up protocols that minimise adult to adult contact <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible considering entrances and exists used by year groups to help reduce contact of pupils inside of the setting. ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff Ensure that multiple groups do not use outdoor equipment simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>Protocols to stagger end of day in place. Please see protocols document.</p> <p>Outdoor equipment to be used for a specific year group then isolated for 72 hours before used by another year group.</p>	<p>Principal and SLT</p> <p>Site Manager & SLT</p> <p>Trust Principal SLT</p>	<p>26 July 2021</p> <p>26 July 2021</p>	<p>4</p> <p>3</p> <p>4</p>	<p>2</p> <p>2</p> <p>2</p>	<p>8</p> <p>6</p> <p>8</p>
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		<p>For shared rooms:</p> <p>Ensure that pupils spend the least amount of time in shared spaces as is possible, such as in the dining hall.</p> <p>Continue to maintain social distancing measures in shared spaces such as staff rooms.</p> <p>Continue to reduce the numbers of people working or using shared spaces at any one time.</p> <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	<p>Staff to use training suit as overflow room if needed.</p> <p>Children to be provided with personal pack of equipment to use whilst in the school. This to remain in the school. Limited resources to be taken home or brought into school.</p> <p>Practical lessons not to occur for two different year groups on the same day to allow for appropriate cleaning to take place between uses.</p>	<p>SLT Principal Teaching staff</p> <p>Trust Principal</p> <p>Trust Principal</p>	<p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p>	<p>4</p> <p>4</p> <p>4</p>	<p>2</p> <p>2</p> <p>2</p>	<p>8</p> <p>8</p> <p>8</p>
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<p>Catching / Spreading</p> <p>Exposure from others due to: Living with someone with a confirmed case of COVID-19.</p> <p>Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff, Pupils, Visitors</p>	<p>Persons who are clinically extremely vulnerable and/or shielding do not enter the school site. Appropriate staff members know who these people are to manage risk collaboratively with these individuals.</p>	<p>Parents not allowed onto the site. Children collected at the gates by staff.</p>	<p>Principal & SLT</p>	<p>26 July 2021</p>	<p>4</p>	<p>2</p>	<p>8</p>
		<p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p>	<p>Social distancing measures to be adhered to if visitors enter the site.</p>	<p>Principal & office staff</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Maintain social distancing in line with PHE/DfE guidance</p>	<p>Daily check list system in place for site manager to ensure appropriate stocks are maintained.</p>	<p>Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p>	<p>See reopening protocols.</p>	<p>Principal SLT Staff All Staff</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Hand cleaning facilities or hand sanitiser should be available at the entrance/exit and should be used by all persons when entering and leaving the area.</p>	<p>Protocols that have been in place since lockdowns to be adhered to.</p>	<p>Site manager Principal</p>		<p>3</p>	<p>2</p>	<p>6</p>
		<p>Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>Protocols that were in place since lockdowns to be adhered to.</p>	<p>Site manager Principal</p>		<p>3</p>	<p>2</p>	<p>6</p>
		<p>Contact with those suspected of having caught COVID-19 will be avoided.</p>	<p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p>	<p>Principal</p>		<p>3</p>	<p>2</p>	<p>6</p>
		<p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Protocols that were in place since lockdowns to be adhered to.</p>	<p>All Staff</p>		<p>3</p>	<p>2</p>	<p>6</p>
		<p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</p>	<p>Risk assessments already in place and LA aware of relevant individuals. Trust equally aware of relevant individuals.</p>	<p>Inclusion Lead Principal</p>		<p>4</p>	<p>2</p>	<p>8</p>
		<p>Follow good hygiene measures at all times.</p>	<p>Protocols that were in place since lockdowns to be adhered to.</p>	<p>All Staff</p>		<p>3</p>	<p>2</p>	<p>6</p>

		<p>Should persons disclose that personnel living with them are self-isolating, they should be encouraged to follow latest Public Health England advice</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Staff to wear face coverings in shared spaces such as the staff room or when in corridor areas unless medical condition dictates otherwise</p>	<p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p> <p>Children, whenever possible to have personal working space. Reception and Nurse Children groups to have own group material that are not shared between other year groups.</p> <p>Protocols that were in place since lockdowns to be adhered to.</p>	<p>Principal</p> <p>All Staff</p> <p>All Staff</p>		<p>3</p> <p>3</p> <p>3</p>	<p>2</p> <p>2</p> <p>2</p>	<p>6</p> <p>6</p> <p>6</p>
Suspected case whilst working on site	Staff, Pupils, Visitors	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>	<p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p>	Principal	26 July 2021	4	2	8
		<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>Protocols that were in place since lockdowns to be adhered to. PPE on site for this eventuality.</p>	Principal	26 July 2021	4	2	8
		<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>Protocols that were in place since lockdowns to be adhered to.</p>	Principal	26 July 2021	4	2	8

	<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to follow the latest guidance from Public Health England at the time of their symptoms.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the Track and Trace systems will identify any other pupils/staff that are required to isolate.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the</p>	<p>PPE on site for this eventuality.</p> <p>Protocols that were in place since lockdown to be adhered to. (as set by government guideline)</p> <p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p> <p>Staff aware of how to book tests. School also working with vulnerable families to secure tests if suspected infection occurs.</p> <p>Protocol in place. Parents and staff made aware of reopening strategy and actions that will be taken if certain events occur. See parent information reopening update.</p> <p>Protocol in place. Parents and staff made aware of reopening strategy and actions that will be taken if certain events occur. See parent information reopening update.</p>	<p>Principal</p> <p>Principal</p> <p>Trust Principal</p> <p>Trust Principal</p> <p>Trust Principal</p> <p>Trust Principal</p>	<p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>1 Sept 2021</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>8</p> <p>8</p> <p>8</p> <p>8</p> <p>8</p> <p>8</p>
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		whole setting will not generally be necessary						
The needs of specific pupils could lead to increased risk of infection.	Staff, Pupils	Some pupils require intimate care to meet their medical needs. PPE and training will be provided for staff who administer this and this will be detailed in the revised plans for each pupil. If staff are likely to use restrictive physical intervention or positive handling, they will have appropriate training and PPE to hand for immediate use. Revised guidance for staff who use RPI will be developed, discussed and understood.	PPE in place within the school	Principal	26 July 2021	4	2	8
			PPE in place within the school	Principal	26 July 2021	4	2	8
Travel off site	Staff, Pupils	Travel for educational purposes to only occur if appropriate measures and guidance set out by the government can occur. Implement social distancing where possible. All persons to limit their use of public transport. Where travel is essential, use private single occupancy, cycle or walk where possible.	Staff and parents are aware of the national guidance concerning social distancing and travel.	Trust Principal	26 July 2021	3	2	6
			Markings in place outside of the school to indicate appropriate distances to stand during collection and drop off times.	Principal	26 July 2021	3	2	6
			Parents made aware of the locations for drop off and collection prior to reopening.	Trust Principal	26 July 2021	3	2	6
Access to & egress from site causes increased spread of virus	Staff, Pupils, Visitors	Where possible, implement the following practices: Reduce non-essential visitors (children of staff) entering site Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.	See above and reopening protocols	Trust Principal	26 July 2021	3	2	6

	<p>Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space between people waiting to enter site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Visitors non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Staff Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p>	<p>Cleaning checklist for site manager in place. Private cleaning company in place</p> <p>Parents are to be greeted at gates and are not to come on site. Please see reopening protocols</p> <p>Signage in place and visitors directed to use available products.</p> <p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p> <p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p> <p>Latest isolation protocol isolation for household in place and adhered to. Track and Trace.</p> <p>Signage in place and staff directed to use available products.</p>	<p>Site Manager Principal</p> <p>Principal SLT</p> <p>Principal</p> <p>Trust Principal</p> <p>Trust Principal</p> <p>Trust Principal</p> <p>Trust Principal</p>	<p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p> <p>26 July 2021</p>	<p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>4</p> <p>3</p> <p>3</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p>
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<p>Poor communication means that staff, parents, pupils or visitors do not follow guidance.</p>	<p>Staff, Pupils, Visitors</p>	<p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p>	<p>Please see above. Guidance concerning reopening sent to all relevant families prior to reopening.</p>	<p>Trust Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</p>	<p>Please see above. Guidance concerning reopening sent to all relevant families prior to reopening.</p>	<p>Trust Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p>	<p>See reopening protocols.</p>	<p>Trust Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Guidance concerning reopening sent to all relevant families prior to reopening.</p>	<p>Trust Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p>	<p>Staff Protocols sent to staff concerning reopening prior to opening.</p>	<p>Trust Principal</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p>		<p>Business Manager</p>	<p>26 July 2021</p>	<p>3</p>	<p>2</p>	<p>6</p>
		<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>						

		communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year	Prior to summer break, parents made clear the expectation that children are to return to school as per normal come September.		20 July 2021	3	2	6
Allocation of Staff causes increased spread of virus	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Principal. • All staff medical needs to be discussed with the Principal prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.- <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p> <p>No lone working is permitted.</p>	<p>PPE equipment in place and to be used</p> <p>Staff aware of social distancing requirements and have received latest government guidance</p> <p>See reopening protocol</p>	<p>Principal Trust</p> <p>Trust Principal</p>	<p>26 July 2021</p> <p>26 July 2021</p>	<p>3</p> <p>3</p> <p>3</p>	<p>2</p> <p>2</p> <p>2</p>	<p>6</p> <p>6</p> <p>6</p>

<p>Cleaning does not prevent the spread of the virus</p>	<p>Staff, Pupils, Visitors</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <p>follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p> <p>ensure that all adults and children:</p> <p>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</p> <p>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</p> <p>are encouraged not to touch their mouth, eyes and nose</p> <p>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>ensure that help is available for children and young people who have</p>	<p>Schedule checklist in place</p> <p>See reopening protocol</p>	<p>Site Manger Principal</p> <p>Site Manager Principal</p>	<p>26 July 2021</p> <p>26 July 2021</p>	<p>3</p> <p>3</p>	<p>2</p> <p>2</p>	<p>6</p> <p>6</p>
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		<p>trouble cleaning their hands independently</p> <p>encourage young children to learn and practise these habits through games, songs and repetition</p> <p>ensure that bins for tissues are emptied throughout the day</p> <p>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>use public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <p>Only cleaning products supplied by the school are to be used.</p>						
Deliveries & Waste collection means outside workers expose the school population to the virus	Staff, Pupils, Delivery drivers, Waste collection operatives	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p>		Principal Site manager Office staff	26 July 2021	3	2	6

		Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).						
Contractors expose the school population to the virus	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others.</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	Visits to site to be carried out during hours when children are not present.	Site manager Principal	26 July 2021	3	2	6
Canteen use – exposure to virus from large numbers of persons	Staff, Pupils	<p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Payments should be taken by contactless methods wherever possible.</p>	<p>Cleaning products in place with Staff room and training suite</p> <p>School contactless already in place</p>	<p>Site Manager Principal</p> <p>Business Manager</p>	26 July 2021	3	2	6

		<p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p>		Site Manager Principal	26 July 2021	3	2	6
Emergency procedures (Fire alarm activations etc) cause pupils and staff to come into close contact	Staff, Pupils, Visitors, Contractors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas.	<p>Fire drill protocols in place and to be adhered to.</p> <p>Fire drill practice to take place within first week.</p>	Principal Principal		3 3	2 2	6 6
Test & Trace Procedures not followed or taken up by a significant number of staff within the school setting	Staff, Pupils, visitors, Contractors	<p>Staff informed of availability to lateral flow test kits.</p> <p>Guidance on their use provided to staff.</p> <p>School recording of result procedures in place.</p> <p>Named Covid coordinator and registration assistant in place.</p> <p>Testing to occur at home twice a week.</p> <p>Test results to be known and reported before entering school site</p> <p>Distribution system of test kits and recording 'lot numbers' in place to maintain social distancing</p>	People who decline to participate in testing programme are still to follow national guidelines on self-isolation and getting tested if they display symptoms.	Principal		3	2	6