



School Risk Assessment - Covid19

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' and 'hands, face , space' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop and access a test as soon as possible. Tests can be accessed here: <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' and 'hands, face , space' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' and 'hands, face , space' etc, including updating your classrooms displays with posters. These will be printed and provided.

9. Prevent your class from sharing equipment and resources (like stationery). Each child will have their own bag/resource tray (specific to the year group).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
14. LA/Government guidance; please see the following documents:-

Risk assessment for cleaning available from ORION (Cleaning contract company)


Risk assessment for Catering staff available from Lancashire Catering services

Both Risk assessments to run alongside, and concurrent with, this document

- [Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak](#)
- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [COVID-19: cleaning in non-healthcare settings](#)

PART A. ASSESSMENT DETAILS:			
Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020			
Location of activity: Layton Primary School			
Team/School name: Address & Contact details:	Layton Primary School	Name of Person(s) undertaking Assessment:	Claire Jones and Julie Barr
		Signature(s):	C Jones J Barr
Line Manager/ Headteacher (Name/Title):	Jonathan Clucas	Date of Assessment:	22.09.20 Latest update: 13.10.2020
Signature:	J Clucas	Planned Review Date:	Weekly SLT meetings
How communicated to staff:	Email following face to face meeting with original risk assessment.	Date communicated to staff:	23.09.20 06.10.20 12.10.20 13.10.20

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>Covid Symptoms</p>	<p>Staff, pupils, visitors, contractors, parents</p>	<p>Most common Covid symptoms:</p> <ul style="list-style-type: none"> ▪ Fever ▪ Dry cough ▪ Tiredness ▪ Less common symptoms ▪ Aches and pains ▪ Sore throat ▪ Diarrhoea ▪ Conjunctivitis ▪ Headache ▪ Loss of taste and smell ▪ Rash on skin ▪ Discolouration of fingers and toes <p>A new continuous cough means coughing a lot, for more than an hour, or more than three or more coughing episodes in 24 hours.</p>
<p>Next steps if someone displays symptoms</p>		<p>Next steps if someone displays symptoms: Contact 111 either py phone or their website https://111.nhs.uk/covid-19</p> <div style="display: flex; align-items: center;">  <p>My Child/Adult has COVID-19 symptoms</p> </div> <p>Action needed:</p> <ul style="list-style-type: none"> • Child/Adult shouldn't attend school • Child/Adult should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results

Back to School:

- when child's/adult's test comes back negative and symptom free for 48 hours



My child/adult tests positive for COVID-19 (coronavirus)

Action needed:

- Child/Adult shouldn't attend school
- Child/Adult self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms)
- Inform school immediately about test results
- Whole household self-isolates for 14 days from day when symptoms* started (*or from day of test if no symptoms*) -even if someone tests negative during those 14 days

Back to School:

- **when child/adult feels better and has been without a fever for at least 48 hours**

They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.



Somebody in my household has COVID-19 symptoms

Action needed:

- Child shouldn't attend school
- Household member with symptoms should get a test
- Whole household self-isolates while waiting for test result
- Inform school immediately about test results

Back to School:

- when household member test is negative, and child does not have COVID-19 symptoms*



Somebody in my household has tested positive for COVID-19

Action needed:

- Child/Adult shouldn't attend school
- Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) -even if someone tests negative during those 14 days

Back to School:

- when child/adult has completed 14 days of self-isolation, even if they test negative during the 14 days



NHS Test and Trace has identified my Child/Me as a 'close contact' of somebody with symptoms of confirmed COVID-19

Action needed:

- Child/Adult shouldn't attend school
- Child/Adult self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days
- Rest of household does not need to self-isolate, unless they are a 'close contact' too

Back to School:

- when the child/adult has completed 14 days of self- isolation, even if they test negative during those 14 days



We/my child/adult has travelled and has to self-isolate as part of a period of quarantine

Action needed:

- Do not take unauthorised leave in term time
- Consider quarantine requirements and FCO advice when booking travel
- Provide information to school as per attendance policy
- Returning from a destination where quarantine is needed:
- Child/Adult shouldn't attend school
- Whole household self-isolates for 14 days – even if they test negative during those 14 days

Back to School:

- when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days



We have received advice from a medical/official source that my child/adult must resume shielding

Action needed:

- Child/Adult shouldn't attend school
- Contact school as advised by attendance officer/pastoral team
- Child/Adult should shield until you are informed that restrictions are lifted, and shielding is paused again

Back to School:

- when school / other agencies inform you that restrictions have been lifted and your child can return to school again



I am not sure who should get a test for COVID-19?

Action needed:

- Only people with symptoms* need to get a test

		<ul style="list-style-type: none"> • People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive <p>Back to School:</p> <ul style="list-style-type: none"> • when conditions above, as matching your situation, are met <p>DFE Helpline number – guidance for confirmed cases: 0800 046 8687</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918525/What to do if a pupil is displaying symptoms of coronavirus COVID-19 Schools.pdf</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>
<p>Outbreak of Covid-19 within school</p>		<ul style="list-style-type: none"> • The school will work closely with the DFE and LEA if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The DFE and LEA will advise if additional action is required • Depending upon when school finds out about a positive test result, will determine how parents are contacted • At weekend or in the evening, if necessary, an alert will be communicated through a text message. That a particular year group will be asked to remain at home on the next school day following the confirmed test result. School will contact Public Health England and the DFE who will outline the steps that the school should take. It is vital that contact details for parents and carers are up to date. • If school is alerted to news of a positive case during school hours, then we that year group will be home. School will advise parents of the course of action in regard to self-isolation via a text message.
<p>Procedures for contacting school if a test is <u>positive</u> for parents and carers</p>		<ul style="list-style-type: none"> • During an evening, weekend or holiday, if a child receives a positive test result, parents are to contact school by email covid@layton.blackpool.sch.uk • During times when the school is open, if a child receives a positive test result, parents are to contact school by the main telephone number 01253 392179, option 2

<p>Self isolation</p>		<ul style="list-style-type: none"> • Self-isolation means that a member of staff or a pupil is to remain at home for up to 14 days. This means staying in the home/garden and not leaving for any reason. • Being asked to self-isolate is a precautionary measure. It DOES NOT mean that a child or member of staff is positive with Covid-19 neither does it mean that you should seek a test • No-one in your household, including siblings at the same school, will need to self-isolate. The only time other people in the household would need to self-isolate or seek a test would be if they developed symptoms of Covid-19. • The guidance is clear that even if a Covid-19 test result is negative, pupils or a member of staff will NOT be allowed back into school until their agreed return date. This is because the symptoms can take up to 14 days to become apparent.
<p>Shielding and clinically vulnerable children and adults.</p>		<ul style="list-style-type: none"> • Adults/children who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work/school from 1 August 2020 as long as they maintain social distancing • If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary • School applies the measures set out in the government <u>Guidance for full opening: schools</u> as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes • (Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>) <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>

<p>PPE</p>		<ul style="list-style-type: none"> ▪ Staff to have PPE available to them when in close contact with pupils displaying symptoms ▪ PPE is provided in each classroom, staff responsible for requesting new sets when required from the premise's manager ▪ PPE to be kept in the Woodland Room and worn when treating a child ▪ Cleaning products to be kept in the Woodland Room ▪ Staff should not wear gloves unless directed to do so in medical emergencies <p>Contenance issues and soiling should not be dealt with by staff. The Parent/carer should be contacted immediately, and children sent home</p>
<p>Staffing including communication</p>		<ul style="list-style-type: none"> ▪ Team Leader, SLT meetings to be held weekly ▪ Risk assessment to be reviewed weekly by SLT ▪ Meetings to be held through zoom for large numbers <p>Staff who are self-isolating or shielding, who are well, will be directed by their line manager to work from home</p>
<p>Communication with parents</p>		<ul style="list-style-type: none"> ▪ School will send any communications to parents and carers via our parent app ▪ The website will be updated regularly ▪ Class teachers communicate with parents and carers through class dojo ▪ Parents and carers who wish to speak to their child's class teacher, please contact the office on 392179 ▪ School office can be accessed via the ramp between 9 and 10am only <p>https://layton.blackpool.sch.uk</p>
<p>The school day</p>		
<p>Start and end of the school day</p>		<ul style="list-style-type: none"> • Classroom doors open from 8.35am - 8.55am • Late children to enter via the school office <p>EYFS</p> <ul style="list-style-type: none"> • Pupils enter classes from Lynwood or Eastwood Ave • Enter through class doors • Gates open at 2.45 finish from class doors at set times. <p>Year 1</p>

		<ul style="list-style-type: none"> • Pupils enter classes from Lynwood or Eastwood Ave • Enter through class doors • 3pm finish from class doors <p>Year 2</p> <ul style="list-style-type: none"> • Pupils enter classes from Lynwood or Eastwood Ave • Enter through class doors • 3pm finish from class doors <p>Year 3 - No parents allowed on site in the morning</p> <ul style="list-style-type: none"> • Pupils enter from Meyler Avenue • Enter through the slope by reception - doors open at 8.35am • 3.10 pm finish from the KS2 playground <p>Year 4 - No parents allowed on site in the morning</p> <ul style="list-style-type: none"> • Pupils enter from Meyler Avenue • Enter through doors next to the dining room - doors open at 8.35am • 3.15pm finish from the KS2 playground <p>Year 5 - No parents allowed on site in the morning</p> <ul style="list-style-type: none"> • Pupils enter from Meyler Avenue • Enter through doors to the dining room - doors open at 8.35am • 3.20pm finish from the KS2 playground <p>Year 6 - No parents allowed on site in the morning</p> <ul style="list-style-type: none"> • Pupils enter from Eastwood Avenue or Lynwood Ave • 6SM enter through doors by Year 2, near Eastwood Entrance • 6G & 6M enter through outside class doors • Finish at 3.15pm and exit through Lynwood or Eastwood • Ramp to remain closed at collection/drop off times • Cones are visible to manage social distancing.
<p>Break and lunchtimes</p>		<p>All children/adults are required to hand wash on entering the building.</p> <ul style="list-style-type: none"> • Break times are staggered across the school • Children to receive packed lunch until restrictions ease. • Children to stay in designated zones outside.

		<ul style="list-style-type: none"> • Children are not to access the building during lunchtime unless they are toileting which is monitored by lunchtime staff. • One midday supervisor & LSA per class. • First aid to be administered outside. • At the end of break and lunch time, a whistle is blown. Children enter school in their classes
Class Size and Groups -		<ul style="list-style-type: none"> ▪ Each year group is a bubble ▪ Social distancing applies to all staff who should be encouraged to remain 2m apart where at all possible ▪ Year groups should remain apart from each other for the entire day ▪ Arrangements are in place to support pupils when not in school with remote learning – see separate remote learning policy
PE		<ul style="list-style-type: none"> • On PE day children to wear PE kit to school NOT school uniform. <p>See separate PE Risk assessment</p>
Social distancing		<ul style="list-style-type: none"> • Staff to be encouraged to maintain a 2-metre distance from each other at all times • Staff to avoid close face to face contact and minimise time spent within 1 metre distance of anyone • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in class bubbles • Classrooms have been adapted to support social distancing where possible including <ul style="list-style-type: none"> — seating in groups — moving unnecessary furniture out of classrooms — Doors and windows to be left open at all times to increase ventilation
Children requiring 1:1 support/children		<ul style="list-style-type: none"> ▪ Individual risk assessment for EHCP and/or other children with additional needs. Agreed with parents and carers • No team teach permitted

with additional needs		<ul style="list-style-type: none"> • SENDCO/AHT to support risk assessment process
Music lesson and assemblies		<ul style="list-style-type: none"> ▪ Singing, playing wind and brass instruments will not take place ▪ Whole class music lessons will be in classrooms not in the music room ▪ Instruments will not be shared where possible, however frequent cleaning of instruments between use will take place ▪ All assemblies will take place via Zoom. ▪ Peripatetic lessons will take place in the music room ▪ Y2 violins will be taught in the KS1 hall
After school sports clubs		<ul style="list-style-type: none"> ▪ After school sporting activities to take place in year group bubbles
Meetings and visitors		<ul style="list-style-type: none"> ▪ Visitors to school are to be limited – essential visitors to school only ▪ Meetings to be held via zoom and Microsoft teams where possible ▪ Parents are advised to contact their child’s class teacher via class dojo or telephone the school office in the first instance ▪ The office is open between 9 and 10am for parents only ▪ Office staff are aware of and explain additional hygiene and social distancing rules required by essential support staff and contractors ▪ A record of all visitors is kept – including addresses as this may be required for track and trace purposes ▪ Essential support staff will attend school and follow the risk assessment ▪ Visitors to school must email a copy of their individual risk assessment for visiting Layton Primary to admin@layton.blackpool.sch.uk. A copy of this risk assessment will be kept by SLT. ▪ Social distancing must be observed in any meetings with individuals or groups of individuals, observing social distancing rules either in an outdoor space or a well-ventilated area indoors • Contractors will wear appropriate PPE as determined by their employer, Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry • Contractors will be asked to keep the time spent on site to a minimum • Alternative routes around or through the school will be used

Staff and pupil well-being		<ul style="list-style-type: none"> ▪ Classroom based staff should enter the school site from 8am and leave their classroom by 4pm. Staff may remain in school (particularly those who have contractual hours past this time), however we ask that you move to an area that you are able to work and social distance safely. This can be outside the classrooms or rooms such as the Melrose etc. ▪ Premises staff, office staff and safeguarding staff will work their contracted hours, as agreed by their line manager ▪ Line managers to meet regularly with their teams to ensure their teams' well-being and work life balance ▪ Staff briefings and training to include content on wellbeing ▪ Safeguarding team to continue with mentoring through walk and talk every afternoon, sessions limited to fifteen minutes per child. ▪ Staff will continue to refer children for support to the safeguarding team to access pastoral care ▪ Woody, our therapy dog, to be on hand at the beginning of each school day to support pupils entering school ▪ Wellbeing and mental health for pupils is addressed through assemblies, class discussions and PSHE. Staff are signposted by the pastoral team to resources available for our pupils
Staff working from home		<ul style="list-style-type: none"> ▪ Staff self-isolating at home, will communicate with their line managers regularly. ▪ Appropriate home working plans will be agreed with support provided where necessary – see remote learning plan
Curriculum		<ul style="list-style-type: none"> ▪ Children can use exercise books however before staff touch the, they must sanitise their hands ▪ Feed back of work is given through a variety of ways. E.g: showbie, feedback in books, feedback used to inform the next lesson ▪ Each year group to determine days reading books are sent home. On return, the books will be quarantined over the weekend in the child's book bag ▪ Children's coats will be placed on their pegs ▪ Children's bags are placed on the back of their chair – please can parents and carers take items not required in school home, e.g umbrellas ▪ FS & KS1 - Toys that can be washed placed in laundry bags in the washing machine on a daily basis ▪ FS & KS1 – new play dough be discarded at the end of each day
Staff rest areas		<ul style="list-style-type: none"> • Lunch and morning breaks for all staff are staggered • The number of staff allowed in the staff room at any one time is restricted to nine

		<ul style="list-style-type: none"> • Staff must remain two metres apart whilst in the staff room • KS1 kitchen has been equipped for breaks. Limited to four members of staff • Additional seating is available in the coding area for six members of staff • Staff may also use the KS1 hall and the Melrose room • Staff will bring their own food to work • All staff and visitors to bring their own utensils and plates/dishes to work
Classroom and outdoor spaces		<ul style="list-style-type: none"> • Children will be seated in groups - tables will be set up to facilitate this. Staff will be expected to keep a table plan of their classroom and update this when any changes are made • Staff to remain 2m apart in classroom situations • Door to be wedged open at all times including toilet doors (exceptions staff and disabled). • Coats to be hung on coat pegs • Children to only bring coat, water bottle, packed lunch bag and reading book bag • Classroom spaces should be accessed from a singular entrance please see - Start and end of the school day section • Children to remain in their own classes <p>Outdoor Space</p> <ul style="list-style-type: none"> • KS1 break times – see school timetable • KS2 break times – see school timetable • Outdoor equipment to be used on a rota basis • Lunch times – see school timetable
Updating procedures		<ul style="list-style-type: none"> • This risk assessment is revisited every week through an SLT meeting led by the Headteacher and all actions followed up
First Aid		<ul style="list-style-type: none"> ▪ First aiders will continue to administer first aid ▪ If a child is sick, this is required to be cleaned up as soon as possible. PPE to be worn ▪ Lunchtime supervisors to radio the office for a first aider to attend an outside incident. ▪ Any child requiring first aid is to be moved to a designated outside space until a first aider arrives ▪
Movement of staff		<ul style="list-style-type: none"> ▪ Classrooms to have channels for staff to move around ▪ Maximum of nine members of staff in the staff room, socially distanced ▪ Only one member of staff at any one time in the kitchen area

		<ul style="list-style-type: none"> ▪ Staff should stay in their designated areas as much as possible
Movement-Parents		<ul style="list-style-type: none"> ▪ Parents should not enter the school building without a prior arrangement through our school office. Office is open for parents to visit between 9am – 10am each morning. Parents can contact school at any time during office hours via a telephone call or by email admin@layton.blackpool.sch.uk ▪ KS2 Only one parent should drop off and collect children at the school gates via Meyler. No parents are allowed in the KS2 area each morning. See start and finish times in section 11 ▪ KS1 Only one parent or carer should drop off their child in KS1. Parents enter via Lynwood or Eastwood and must stay behind the cones. Lynwood entrance and exit are a one-way system. See start and finish times in section 11 ▪ FS parents to drop and go using the one-way system outside the foundation stage classrooms ▪ SLT, premises team and safeguarding team are allocated gates to man at the beginning and end of the day
Working Hours		<ul style="list-style-type: none"> ▪ Classroom based staff should enter the school site from 8am and leave their classroom by 4pm. Staff may remain in school (particularly those who have contractual hours past this time), however we ask that you move to an area that you are able to work and social distance safely. This can be outside the classrooms or rooms such as the Melrose etc. ▪ Premises staff, office staff and safeguarding staff will work their contracted hours, as agreed by their line manager ▪ Cleaners will begin working in classrooms from 3.30pm ▪ One member of the cleaning team to remain in school throughout the day ▪ Premises manager will continue to open school at 7.30am ▪ Kitchen staff, employed by Lancashire, will work their contracted hours
Governor communication		<ul style="list-style-type: none"> ▪ Regular communication between Head teacher and chair/vice chair of governors via online platforms and email ▪ Governing body meetings structured to ensure governors are able to meet statutory responsibilities ▪ Governors meetings to take place via Zoom ▪
Premises checks		Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)

- Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use
- Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers**
- Hot water generation servicing to continue in line with manufacturers’ criteria
 - Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems
 - Regularly check hot water generation for functionality and if required, temperature recording
 - If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out
- Gas safety**
- Do not isolate gas supplies to boilers and hot water generation
 - To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens.
 - Otherwise, gas services should remain in normal operation
 - Continue planned gas safety checks including gas detection/interlocking Fire safety
 - Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated
 - Carry out weekly checks of alarms systems, call points, and emergency lighting
 - Carry out regular hazard spotting to identify escape route obstructions
 - Check that all fire doors are operational. Fire drills should continue to be held as normal.
- Kitchen equipment that holds water, for example dishwashers and combination ovens**
- Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth
- Security**
- All areas of the school should be kept secure
 - Access to certain closed areas should only be possible by relevant staff – e.g. plant room, IT room server room
 - Check that access control and lockdown systems are operational
- Ventilation**
- All systems to remain energised in normal operating mode
 - Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off
 - Where possible, occupied room windows should be open
 - Ventilation to chemical stores should remain operational
- Other points to consider**

		<ul style="list-style-type: none"> ▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode ▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc ▪ Update your keyholder information ▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers ▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment-coronavirus.htm ▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety <p>For reference, use the Approved Code of Practice & HSG 274 for hot water</p>
Toilet facilities		<ul style="list-style-type: none"> ▪ Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands ▪ Middle sinks are sealed off ▪ Site Supervisor and cleaner to check soap supply is adequate
Cleaning		<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets will be deep cleaned in the middle and at the end of each day ▪ Toilets will be sprayed by the onsite cleaning staff during the lunch period and after break with suitable cleaning detergent ▪ Tables and contact points will be cleaned regularly ▪ Each classroom has: antibacterial spray, antibacterial wipes, disposable cloths for tables, sink to wash hands, antibacterial handwash, hand sanitiser, towels to wipe hands dry, pedal bin, tissues, wipes for iPads ▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected ▪ No toys can be brought from home ▪ Contact points should be cleaned at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used ▪ Bins must be emptied at least once daily by the cleaner

		<ul style="list-style-type: none"> ▪ iPads to be wiped when the children arrive at school each day. Children will complete this themselves ▪ Please ensure that any cleaning or sanitising chemicals are kept out of reach of children ▪ Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; ▪ Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles ▪ follow the COVID-19: cleaning of non-healthcare settings guidance
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Layton Primary Additional Risk Assessment - Peripatetic Teachers -18.9.20 [Amended 23.9.20](#)

What are the hazards?	Who will be harmed and how?	Risk rating without controls in place	Current control measures	Risk rating with controls in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional Measures)	Staff
Direct transmission of COVID -19 virus from being in close proximity to people with the virus, i.e. person to person transmission (hand to hand, hand to mouth, hand to body),	Peripatetic teachers, school employees, parents, pupils and the general public Ill health	High	Peripatetic teachers are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees. LMS SLT team are advised to follow the NHS guidance for teachers on coronavirus (COVID-19) Covid-19 Guidance to-employers and Covid-19 Guidance for schools Specific measures in place by schools: Children and staff must not attend school if they are showing signs of Covid-19. Please see COVID-19 guidance NHS. Visiting peripatetic teachers can be welcomed into schools, they can teach in multiple schools and across bubbles, with mitigations.	Medium	SLT should regularly refer to latest guidance SLT will regularly monitor new measures being introduced by government and individual schools to reduce risk	SLT Peripatetic Teacher

<p>Pupils or teachers displaying illness</p>	<p>Peripatetic teachers, Children</p>	<p>High</p>	<p>Measures to take when teachers or pupils arrive at school unwell or become unwell whilst in school:</p> <p>Pupils and peripatetic teachers who are sent home are advised to follow the staying at home guidance (as per whole school risk assessment).</p> <p>LMS teachers should inform school staff if they or a child becomes unwell.</p> <p>If a teacher becomes unwell or is exposed to a child who is unwell they should inform the school office. They will be sent home and advised to follow the staying at home guidance.</p> <p>Collection and delivery of instruments- All instruments are located in the music store room. Social distancing guidance should be followed when collecting or delivering instruments. If possible non-contact delivery should take place. Hand washing or the use of hand sanitiser should take place regularly - before and after lesson. Lesson delivery should be planned to avoid high congestion times.</p>	<p>Medium</p>	<p>KS1 Violins to be stored in the year 2 bubble.</p> <p>KS2 violins to be stored in the Music stock room.</p> <p>Keyboards/drums to be stored in the music room.</p> <p>Keyboard and drum lessons will take place in the music room.</p> <p>Woodwind (non-playing) and violin lessons will take place in the dining room.</p> <p>Peripatetic teachers must assign children with instrument. Name and serial number must be noted.</p>	<p>Peripatetic Teachers</p>
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<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surface</p>	<p>Teachers, school employees, parents, pupils and the general public</p> <p>Ill health</p>	<p>High</p>	<p>Peripatetic teachers are expected to clean any surfaces before and after use.</p> <p>Peripatetic teachers must avoid if possible handling any musical instruments or books.</p> <p>Regular hand washing. Please use the toilet located in the school office to avoid coming into contact with other teachers around the school.</p> <p>School cleaners will regularly clean door handles and desks.</p> <p>Lessons will take place in a large ventilated room. Location: Drums, clarinet and Keyboard- Music room Violin and guitar - Dining hall KS1 Hall - Tuesday -p.m. violin and ukulele</p>	<p>Medium</p>	<p>SLT and teachers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>SLT and teachers will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>All teachers must sign in, and out, at the front office.</p>	<p>All Staff</p>
<p>Collection of instruments (Week commencing 21st)</p> <p>Access of multiple rooms</p>	<p>Teachers</p>	<p>Low</p>	<p>Week commencing 21st - All peripatetic teachers must collect and clean instruments before handing out to the children.</p> <p>Peripatetic teachers will use their first session to collect instruments from the music stock room and take to their teaching space for cleaning.</p> <p>Children must not collect their own instruments from the music stock room.</p> <p>Children must be assigned their own instrument and music. Instruments must only go home with the children if BMS consent letters have been signed.</p> <p>If the BMS consent letters hasn't been signed and returned, children must clean their instrument and peripatetic teachers must return it to the music stock room with the child's name attached.</p>	<p>Low</p>	<p>The office, or our music teacher, will provide each teacher with a music timetable.</p> <p>If any changes need to be made to the timetable, teachers must inform the school office. Please note that the children must be grouped in their year bubbles.</p> <p>Music stands are located in the music stock cupboard and in the dining hall. All stands/equipment must be sanitised after each lesson.</p>	<p>Peripatetic teachers</p>

<p>Access of multiple rooms</p> <p>Access of multiple bubbles</p>	Staff and pupils	Medium	<p>Staff assigned to different year groups of pupils to remain the same for the duration of the term or teaching timetable – each year group is a bubble.</p> <p>No more than 30 children in one class group.</p> <p>Social distancing applies to all staff who should remain 2m apart where at all possible</p> <p>Year groups should remain apart from each other for the entire duration of any music lesson.</p> <p>Peripatetic teachers using the staff room must follow the latest Layton guidance.</p> <p>Peripatetic staff must only use the kitchen area. 2 members of staff in the kitchen at one time. Please wait outside the staff room if the kitchen is in use.</p>	Medium- low	<p>Keep bubbles together:</p> <p>Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent lessons.</p> <p>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same for all music sessions.</p> <p>Hand sanitiser must be applied when entering the staff kitchen. The sanitiser is located on the wall next to the door.</p>	All Staff

