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|  | **Covid 19 Risk Assessment for**  **Bromesberrow St Marys C of E School** | |  | | |
|  | **ASSESS**  **Decide appropriate Control Measures for Managers and Staff to Implement under PLAN DO REVIEW**  **Who may be at risk:** Staff, pupils and young people, families (Parents, carers and siblings), visitors, contractors, members of public.  **Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable’) – see https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/. An individual risk assessment may be appropriate for vulnerable staff plus BAME and those who are very anxious about returning to their workplace. | | **COMPLIANCE NOTES**  NA – not applicable  ✓ - done  Reference to relevant school Covid19 Safe Working Practices where necessary or additional comment | | |
| **PLAN** | | | | | |
| A | **Prepare Building** | | | | |
| 1 | Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, Lifts, etc.). | | ET to check prior to opening | | |
| 2 | Ventilation and AC systems working optimally (Ventilation system should be kept on continuously, with lower ventilation rates when people are absent). | | No mechanical ventilation on site | | |
| 3 | Covid-19 posters/ signage displayed. Packs provided by GCC | | LH and MB to display prior to opening | | |
| 4 | Modify school reception/early years’ entrance to maintain social distancing (e.g. provide screens or floor markings). | | This will be contained outside as much as possible, with markings and signage. SBM to use the intercom to communicate. If someone other than staff needs to enter the school and the foyer they will have a clear line to wait behind, so that 2m social distancing can be adhered to and SBM can communicate at a safe distance. Mask to be worn if social distancing not achievable. | | |
| 5 | Consider one-way system if possible for circulation around the building | | This is not feasible due to the design of our school, but bubbles will be zoned so pupils are only ever within these zones-no shared facilities for pupils. These zones will be marked out and barriers/signage used as reminders. Staff will need to be very careful of using shared toilet and photocopier, however visibility to both these areas are clear from each bubble area, so staff can manage this through social distancing and line of vision/calling out. | | |
| 6 | Stairways to be up or down only | | NA | | |
| 7 | Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and keep left signs. | | Corridors too narrow to achieve this, hence why bubbles need to be self contained. Only staff have to then manage the shared areas (photocopier and toilets) | | |
| 8 | In areas where queues may form, put down floor markings to indicate distancing | | Social distancing reminder sign outside of school. **Staggered start and finish to allow children to enter and exit (and importantly parents to collect and drop off) without queues forming.**  Sofa/cosy area in foyer out of bounds. **Deliveries, back and front door to have ‘waiting area’ and indicated ‘drop off space’. Staff to be able to safely collect and delivery drivers not have to enter school unless absolutely necessary. Then masked up and socially distancing in place.** | | |
| 9 | Can separate doors be used for in and out of the building (to avoid crossing paths). | | Very small staff team, with clear line of sight of front door.  **All staff to sign in and out as communication is reduced**.  Each bubble will enter and exit through their own class doors. Only staff and any essential visitor will use the front door. **Back door only to be used to collect deliveries (milk-SC in the mornings and lunches-LG). No one else should need to enter the kitchen. Staff to bring flasks for hot drinks or use own facilities within Bubbles.** | | |
| 10 | Identify doors that can be propped open (to limit use of door handles and aid ventilation). Seek advice from SHE if necessary (e.g. fire safety). | | All sliding doors in three classrooms (or hall if used) can be propped open. Internal doors to main corridor should be closed (do they need to be – if open reduces handle contact) and only opened when pupils need to go to the toilet. **In colder weather, windows open fractionally and appropriately to maintain a safe temperature. At key times (break and lunch and at another point in the afternoon) open doors and ventilate for 5 minutes if possible.** | | |
| 11 | Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). | | All bubbles self contained and have own door to outside to be used on entry and exit for pupils and TP’s. | | |
| 12 | Organise classrooms for maintaining space between seats and desks | | **Desks to be set out single use to maintain distancing where possible and will be positioned facing one direction. If this is not possible then u shapes and horseshoes to be used.** **Keep consistent seating arrangements- children not to move around to different seating places.** **Early Years- regular cleaning after use of spaces as much as is possible and washing hands regularly**. Unnecessary items to be removed to create space (see 13 below)  . | | |
| 13 | Inspect classrooms and remove unnecessary items | | Spare desks to be stored, ideally within classrooms or in the Shine Room or sheds.. All unnecessary furniture impeding flow of pupils and adults around the classroom to be removed. | | |
| 14 | Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). | | **To be removed, boxed up and stored if they cannot be cleaned or ‘quarantined after usage’.** | | |
| 15 | In toilets middle cubicle/sink/urinal of 3 to be taken out of use | | **Limit number of children using the facilities. TP’s to supervise handwashing as much as possible and to issue reminders on good handwashing.** | | |
| 16 | Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing | | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/877530/Best\_Practice\_hand\_wash.pdf | | |
| 17 | Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. | | Cleaner to time how long it takes to complete the checklist. Hours to be increased to achieve this.  Good communication between cleaner and office. Use of board to communicate where needed.  **Bubbles to each do hot spot clean at 12pm- handles, sinks, desks and seats.**  **Toilets to be cleaned by bubbles at 12pm-disinfect rims, seats and sinks, plus other contact surfaces**.  ET to source equipment and resources and set up boxes for bubbles. Bubble leads and CDT responsible for letting ET know if supplies are running low.  Cleaning chemicals must be kept out of reach of pupils  Class 3 supplies to be stored in lockable stock cupboard.  Class 2 in top of cupboard, out of reach of all pupils.  Class 1 in lockable top cupboard in Foundation Room.  Central supplies in cleaning cupboard. ET to have key and access and distribute. | | |
| 19 | Pupils segregated into separate groups | | Bubble system in place with designated teachers and support workers according to School Infection Control Plan | | |
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| B | **Prepare Staff, Parents and Pupils** | | | | |
| 1 | Involve staff in plans to return to school and listen to any suggestions on preventative measures that can be taken. | | RE and reopening plan to be read in conjunction. Teachers and SBM to look at initially. Consultation meeting held with all staff. | | |
| 2 | Vulnerable staff and pupils (‘clinically vulnerable’ to coronavirus) identified and told not to attend school if shielding. | | Telephone contact made with each parent to identify vulnerable pupils with instruction to inform us of change of vulnerability Vulnerable staff identified and working from home where necessary and with limited contact in school. | | |
| 3 | Consider personal risk factors: Age, obesity, ethnicity, pregnancy, and existing health conditions | | Bubbles to protect staff as much as possible from cross infection and increased risk of transmission. Limit contact with children and contacts where possible. | | |
| 4 | Where necessary individual risk assessments for staff and pupils at special risk (take account of medical advice). | | **Staff with serious underlying conditions making them much more susceptible to Covid 19 will be shielded (extremely clinically vulnerable). Staff who are clinically vulnerable, will be assessed and contact to be reduced/limited wherever possible and PPE recommended if appropriate. Parents will be advised accordingly regarding susceptible pupils and household members. School Infection Control Plan. It is the responsibility of the staff member or parent to inform school of health vulnerabilities. Risk assessments will be drawn up from this.** | | |
| 5 | Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. | | HT and office staff to regularly communicate with those needing it. ET to set up email for parents. | | |
| 6 | Information shared about testing available for those with symptoms | | Regular/repeated newsletter or email/text | | |
| 7 | **Remote education in place to ensure children isolating are able to access learning or in response to further restrictions and lockdown/tightening of tiers.** | | **E-learning plan in place and all staff confident in what is expected of them, so we can seamlessly switch to online learning when needed.** | | |
| 8 | **In the case of KW provision only- Assess how many staff are needed in school and identify those that can remain working from home.** | | **Small team, so may all be needed, but protected as much as possible by bubble set up. If numbers are very small operate a rota system (but limiting exposure)** | | |
| 9 | **If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher** | | **If further shortage, part time model to be adopted or closure if staffing cannot be safely sought.** | | |
| 10 | **Identify and plan lessons that could take place outdoors (weather dependent), when infection levels within the community rise (tier 4)** | | Bubbles to be separate when outside, Class one in their EY’s area, Class 2 and 3 split playground and field/cone off.    **Adjust curriculum when infection levels are higher. Look at ventilation and space for Class 2- potential use of hall.**  **Children to be reminded they need warm clothes, coats, glove and hats.** | | |
| 11 | Planning break times (including lunch), so that all pupils are not moving around the school at the same time. | | **Class One to have playtime in EY’s area only**  **Break time- separate areas for bubbles. Staff to wear masks/visors**.  Official Staggered lunchtime:  Class 2 and 3 split the playground.  Lunches taken outside whenever weather permits, staggering times between bubbles.  Bubbles need to be kept separate. | | |
| 12 | Parents informed only one parent to accompany child to school and to be masked up. | | Covid 19 Guidance in place for parents. Reminders to be sent out | | |
| 13 | Staggered drop-off and collection times planned and communicated to parents. | | **Staff and parents to be masked up with HT to greet parents a distance. Limit contact. No parents permitted on site.** | | |
| 14 | Made clear to parents that they cannot gather at entrance gates. | | Covid 19 Guidance for parents. Reminders as needed. | | |
| 15 | Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). | | Covid 19 Guidance for parents. Reminders as needed. | | |
| 16 | Communications to parents (and young people) includes advice on transport | | **Covid 19 Guidance for parents**  **Bus has small consistent numbers, with children seated next to someone from their bubble. Driver to distance at drop off and collection. Driver to wear mask and visor. Driver to limit contact with children. Children need to be capable of putting on own belt if they are to use the bus. Windows open for ventilation.** | | |
| 17 | Staff fully briefed about the plans and protective measures identified in the risk assessment | | Covid 19 Staff Handbook in place  **Regular updates as required. RA to be amended and bolded where changes are made**. | | |
| 18 | Regular communications with staff | | **Done via teams or Whatsapp if infection levels are high (tier 4)**  **2 metre distancing at all times out of Bubble and as much as possible between staff members in bubbles.**  **Masks and/or visors to be worn around the building at all times. Worn in classroom if infections levels are high.**  ***Staff to remember that anytime within 1 metre is considered a transmission risk and 15 minutes with 2 metre distancing is considered close contact. This may change with new variants and increased transmission.*** | | |
| 19 | Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. | | **Whatsapp group for staff**  **HT to keep in touch with staff off sick to ensure they are well and supported. Chair to support HT.** | | |
| 20 | Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. | | ET to communicate with contractors via email or talk through on phone prior to visiting so that procedures are clear. Good signage to support this. | | |
| 20 | Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. | | **Bus has small consistent numbers, with children seated next to someone from their bubble. Driver to distance at drop off and collection. Driver to wear mask and visor. Driver to limit contact with children. Children need to be capable of putting on own belt if they are to use the bus. Windows open for ventilation.** | | |
| 21 | Communication with others (e.g. extended school provision, lettings etc.). | | **Transport to Bubbles provided for key, consistent children. To be reviewed if infection rates increase and in line with government guidance.** | | |
| 22 | Discourage parents and pupils from bringing in toys and other play items from home. | | No toys or unnecessary large bags to be brought into school. No PE kits.. | | |
| 23 | Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). | | Risk Assessment and Reopening plan shared. Parent guidance shared to break this down. | | |
| 24 | Reminders to pupils on school rules and measures with reminders before leaving rooms. | | **Teaching staff to regularly remind pupils on rules and any changes. To reinforce during times of high infection.** | | |
| 25 | Review behaviour policies to consider how pupils not following distancing rules will be managed | | Behaviour Policy updated by ST. | | |
| 3433 | Limit visitors by exception (e.g. for priority contractors, emergencies etc.) | | This will ‘tighten up’ and slacken off’ dependent on infection rates and local and national guidance.  High Infection rates (tier 4)=emergency contractors only | | |
| 3534 | Keep parent appointments / external meetings on a ‘virtual platform or via telephone | | Pre arranged through school office-ET. Use Teams Calendar. | | |
| **DO** | **Control Access** | |  | | |
| 1 | Building access rules clearly communicated through signage on entrances | | | **Signage for parents, potential visitors and deliveries to instruct. Office to ideally communicate procedure prior to delivery, directly with company, otherwise through intercom on arrival. Deliveried to be left at gate if at all possible. Minimise orders and deliveries during times of high infection rate. If deliveries need to be brought into school then mask to be worn and social distancing. Lunches to be left outside door at times of high infection rate (tier 4)**  **Back door only used for milk and lunchtimes.** | |
| 2 | Entry points to school controlled (including deliveries). | | | Office as above | |
| 3 | Parents’ drop-off and pick-up protocols to minimise contact. | | **Parents Guidance. Staggered drop off and collection times to minimise contacts. Improved waiting area in place for safe social distancing.**  **HT/teacher to greet and direct to bubble lead at their door.** | | |
| 4 | Screens installed to protect staff in reception. | | **Only essential visits to office door at times of high infection (tier 4), with masks worn otherwise minimal and social distancing and masks worn.**  **Only 1 person to work in the main office at times of high infection and reduced ventilation/risks to more vulnerable staff. HT to work in Shine Room when infection levels high. Kitchen not to be used due to this, unless absolutely necessary. Staff to bring flasks for tea and lunch with cold pack. No use of fridge.** | | |
| 5 | Hand sanitiser provided at all entrances. | | In place. Alert office when runs low. | | |
| 6 | Visitors do not sign in with the same pen or touch screen devices in reception | | Staff use own pen or sanitise.  Office staff to sign visitors in and out and to take details for track and trace. No visitors during high infections times. | | |
| D | **Implementing Social Distancing** | |  | | |
| 1 | Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. | | **Staff to socially distance at all times (2 metres where possible). Use of masks and visors. During times of high infection (teir 4) ‘think that you have Covid or that the person you are talking with does.’** | | |
| 2 | Class groups kept together throughout the day and do not mix with other groups | | Bubble system in place-no mixing between bubbles.  Bus bubble consistent | | |
| 3 | Groups do not mix to play sports or games together | | No shared resources. Bubble system in place-no mixing between bubbles. | | |
| 4 | The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). | | No shared spaces. If hall is used then clean down surfaces after usage. Lunches eaten in classes for Class 2 and 3 and in specific hall area for Class 1. | | |
| 5 | Assemblies avoided/ or staggered | | Class assemblies or virtual | | |
| 6 | Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings). | | Refer to school site plan, will be marked out. Staff all briefed and pupils in turn. | | |
| 7 | Limiting the number of pupils who use the toilet facilities at one time | | **Limited occupancy. Ideally one child visiting toilet at a time, unless for supervised hand washing. Each bubble has own toilet.** | | |
| 8 | Groups use the same classroom or area of a setting throughout the day | | Bubble system in place | | |
| 9 | Seating plans to ensure pupils sit at the same desk | | Children to be familiarised with this. Children to have own set of resources in tray. Early years- resources cleaned at the end of each session.  Bubble system in place | | |
| 10 | Desks should be spaced as far apart as possible  Seating plans to ensure pupils sit at the same desk | | **Facing same way, wherever possible or horse shoe/ u shape.** | | |
| 11 | The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same | | **Bubble system to be in place, with designated staff. We may have to close if staffing levels are low and supple cannot be safely sourced.** | | |
| 12 | Rooms accessed directly from outside where possible. | | Communicated clearly to parents, children and staff through guidance. | | |
| 13 | The occupancy of staff rooms and offices limited | | **Kitchen facilities not to be used by all; staff to eat/drink in their bubble rooms or outside within their bubbles.**  **Only office staff work in office.**  **HT not to hotdesk at times of high infection.**  **Shine Room to be used.**  **PPA to be taken either at home (when we are able) or in Daffodil room or hall.** | | |
| 14 | Radios provided and/or encouraging use phones to communicate between different parts of school. | | **Whatapp or Walkie Talkies to be used for communication between bubbles.HT and Staff and Admin will always have their phones on them at all times which are kept fully charged. These are the ways to contact, unless it is an emergency during Tier 4 restrictions.** | | |
| E | **Implement Infection Control Measures** | |  | | |
| 1. 1 | Sufficient handwashing facilities are available. | | **Each Class to use own toileting and handwashing facilities. Handwashing station to be used as additional for class 1** | | |
| 1. 2 | Where there is no sink, hand sanitiser provided in classrooms. | | | **Hand sanitiser usage to be supervised to ensure small pea shaped amount used and that hands have thoroughly dried. Ensure young pupils do not lick their hands. Washing with soap and water is the preferred.**  **Parents can provide a handcream for their child if required due to dermatitis or eczema.** | |
| 1. 3 | Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). | | **As below and also after returning from break/ play times at times of high infection**.  Instruct staff to report any problems and carry out skin checks as part of a skin surveillance programme, since hand gel and cleaning agents can cause skin problems such as dermatitis. Parents informed to also check and feedback any problems (weekly bulletin). Teachers and pupils to use hand moisturising cream to help counteract any such issues if advised/required. | | |
| 1. 4 | Hands cleaned on arrival at school, before and after eating, using toilet and after sneezing or coughing | | Supervised washing by staff member. | | |
| 1. 5 | Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. | | Practical lessons with eBug. Pupils taught not to lick their hands after using hand gel. Also encourage pupils to report back any redness/soreness of hands which may be caused by hand gel or cleaning chemical residues on surfaces. Supervised washing by staff member. | | |
| 1. 6 | Staff help is available for pupils who have trouble cleaning their hands independently | | Staff to support and supervise as needed. | | |
| 1. 7 | Adults and pupils are encouraged not to touch their mouth, eyes and nose | | **Reminders on hands, face, space** | | |
| 1. 8 | Be vigilant to babies or pupils putting items in their mouths etc. and make sure these are dealt with immediately. | | High adult to child ratio with very young children or children with SEND | | |
| 1. 9 | Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). | | Reminders for pupils. | | |
| 1. 10 | Bins for tissues provided and are emptied at the end of the day | | **Cleaner to empty or staff member if agreed/required. Gloves to be worn and/or hands washed. Double bag.** | | |
| 1. 11 | Spaces well ventilated using natural ventilation (opening windows) or ventilation units | | **External doors and windows are left open when weather conditions permit. Regularly ‘purge’ air by leaving doors open for a short blast (5 mins) during break and lunchtimes and at a key point in the afternoon if possible.** | | |
| 1. 12 | Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied | | External doors and windows are left open when weather conditions permit. | | |
| 1. 13 | Sanitising spray and paper towels to be provided in classrooms for staff use, kept well out of reach of pupils | | Staff responsible for reorting when supplies run low to office. | | |
| 1. 14 | Thorough cleaning of rooms at the end of the day | | Cleaning schedule and rota for cleaner | | |
| 1. 3534 | Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). | | **Limit use of shared resources and use 72 hour quarantine or disinfect for shared**. | | |
| 1. 3635 | Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. | | **As above; bubbles have their own toys and equipment, Staff to clean regularly**. | | |
| 1. 3736 | Equipment used in practical lessons cleaned thoroughly between groups.  . | | As above | | |
| 1. 3837 | Outdoor equipment not used; or Outdoor equipment appropriately cleaned between groups of pupils; | | As above | | |
| 1. 3938 | Multiple groups do not use outdoor equipment simultaneously. | | **Staggered and planned usage** | | |
| 1. 4039 | Limit shared resources being taken home | | **Try to keep books for each bubble use or leave 72 hours between transfer between bubbles.** | | |
| 1. 4140 | Avoid sharing books and other materials. Limit shared resources being taken home | | **Pupils to have own stationary and own textbooks-no sharing.** | | |
| 1. 4241 | Limit paper submission and shared handling. | | **Avoid hand marking-no books to be taken home. Verbal feedback to be given. Wash hands thoroughly.** | | |
| * 1. 4443 | Procedures should someone become unwell whilst attending school. | | Covered by School Infection Control Plan  **Reminders:**  **Pupil to be immediately isolated (ideally outside if temperatures allow or into daffodil room.) Window opened for ventilation.**  **Staff to wear visor, masks, apron and gloves.**  **Staff to stand at door to reassure if needed or in the case of a younger child to be closer.**  **Staff to try to keep a safe distance wherever possible.**  **Office to be alerted-staff member not to enter, but stand at door. Office to contact parent**  **Room thoroughly cleaned by cleaner- ideally left for 72 hours beforehand, but this may not be practicable with high infection rates.** | | |
| 1. 4544 | Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. | | **School Infection Control Plan (ST)**  **Reminders:**  **Visors and masks to be worn when teaching only if absolutely necessary and when/if infection levels are high. Remember hands, space and face.** | | |
| 1. 46 45 | Infected waste control | | Cleaning waste, PPE and other potentially infected items (e.g tissues etc) placed in waste bin which is emptied every evening by Cleaning Staff and transferred to larger bins which are left at least 72 hrs before disposal in wheelie-bins. | | |
| 1. 47.146 | **PPE NOTE:**  **Wearing a face covering or face mask in schools or other education settings is not recommended. The majority of staff in education settings will not require PPE beyond what they would normally need for their work (as determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.** | | **To be reassessed based on emerging picture and high infection rates.**  **Tier 4= PPE recommended.** | | |
| 1. 47.247.1 | PPE is only needed in a very small number of cases including:  Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; | | PPE packs are being provided by GCC for all schools.  **Staff member minding a sick child awaiting collection to wear appropriate PPE as specified in School Infection Control Plan and as reminded above.**  **Cleaners to wear appropriate PPE as specified in Cleaning Schedule/Rota** | | |
| 1. 47.347.2 | If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. | | **School Infection Control Plan**  **Staff member minding a sick child awaiting collection to wear appropriate PPE as specified in School Infection Control Plan and as outlined above.**  **Cleaners to wear appropriate PPE as specified in Cleaning Schedule/Rota. PPE to be double bagged and disposed of in biffa bin.** | | |
| 1. 47.447.3 | Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:   * washing hands or using hand sanitiser, before and after treating injured person; * wear gloves or cover hands when dealing with open wounds; * if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; * if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. * dispose of all waste safely.   Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. | | Outlined clearly in staff handbook  Each class bubble to have own first aid log book and supplies. Responsibility of class bubble lead to let office know when stocks are running low. | | |
|  | **REVIEW** | |  | | |
| F | **Communicate and Review Arrangements** | |  | | |
| 1 | Consultation with staff and union safety reps on this risk assessment | | | All staff consulted and request put in for LA to sign off. | |
| 2 | This risk assessment published on school intranet and website | | | Published and reviewed and amended as needed. Amendments in bold. | |
| 3 | Nominated staff tasked to monitoring protection measures | | Head teachers (LH and ST) | | |
| 4 | Staff encourage to report any non compliances | | Regular staff briefings noting feedback.Head teachers (LH and ST)? | | |
| 5 | The effectiveness of prevention measures will be monitored by school leaders | | Direct observation and via Regular staff briefings noting feedback feedback. | | |
| 6 | This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance | | Bolded amendments and shared/communicated with staff via email and parents alerted via website update. | | |