| Hazard | who might be harmed | controls to be put in place | who will be responsible | when the controls need to be in place by | additional notes |
| --- | --- | --- | --- | --- | --- |
| Contact with someone suffering from coronavirus | * Staff * Pupils * Contractors * Visitors | Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official [self-isolation guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). Regular reminders will be given about this.  Anyone self-isolating with symptoms will be encouraged to access [testing](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested), and the school will help them do this.  If a symptomatic person comes into school, they will be sent home immediately or isolated in the inclusion room until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.  In the case of a symptomatic pupil who needs to be supervised before being picked up:   * Staff will wear PPE equipment including gloves, disposable apron, face mask * Staff will maintain a 1m distance where possible * If there is any risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will wear a face shield   Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.  A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).  We will take swift action if we become aware that someone who has attended the school has tested positive for coronavirus (COVID-19) and will contact the local health protection team immediately. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.  The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. | * Staff * Pupils * Contractors * Visitors * Enforced and Modelled by all staff | Immediate and ongoing |  |
| Contact with coronavirus when getting to and from school | For anyone who needs to take public transport, they will be referred to [government guidance](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport).  When pupils are being dropped off and picked up, parents will be told through messages and signage:   * Their allocated drop off and collection times, with different pupil groups being given different times * That there are no adults admitted to the playground in the morning, children must be dropped at the gate * For collection in the afternoon, adults are permitted to collect from outside their child’s class however they should remain 1m apart at all times * That only one parent should attend * Not to gather at entrance gates or doors | * Headteacher Deputy Head * SBM * Site Manager * Admin Staff | Immediate and on-going |  |
| Spreading infection due to touch, sneezes and coughs | Everyone in school will:   * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/), or use alcohol-based hand sanitiser to cover all parts of their hands * Clean their hands on arrival, before and after eating, and after sneezing or coughing * Be encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze, and use bins for tissue waste   Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.  Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out. | * Staff * Pupils * Contractors * Visitors * Enforced and modelled by all staff | Immediate and ongoing |  |
| Spreading infection through contact with coronavirus on surfaces | School is cleaned thoroughly after use each day, carried out by our contract cleaners once all staff and pupils have left to ensure social distancing and minimise contact. The chemical that is used to help minimise the spread of Covid-19 is Selgiene Ultra.  Extra attention paid to all high touch areas such as door handles, door plates, desks, phones, hand rails, toilets and kitchen areas.  In addition staff will periodically clean surfaces throughout the day such as taps in toilets, hand rails, door handles and common areas that children might touch throughout the day. Cleaning stations will be provided in the following areas;   * All Classrooms, * Infant shared area, * Photocopying room, * Corridor outside staff toilets, * Front desk area, * Photocopier behind front desk, * Staff room, * School Hall, * Breakfast & After School Club area.   Cleaning stations will include a variety of products depending on what is relevant for where they are situated. These will include;   * Disposable Gloves, * Hand sanitiser * Anti-bacterial spray, * Paper towels, * Bin bags.   Any PE equipment that will be shared will be timetabled to allow 48 hours between year groups of children using it.  Tables and chairs in school hall will be cleaned between different year groups using them.  Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.  Teachers will wash their hands and surfaces before and after handling pupils’ books. | * SBM * Site Manager * Contract Cleaners * Staff | Immediate and ongoing |  |
| Spreading infection due to excessive contact and mixing between pupils and staff | Pupils will be organised into classes and will only mix within year groups during the school day.  Children will be asked to bring in their own pencil case which will contain a limited number of items, as specified by school. The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.  As far as possible, the same staff will be assigned to the same group each day. Teachers may need to switch between groups if subject specialism is needed. | * All Staff | Immediate and ongoing |  |
| Spreading infection due to excessive contact and mixing between pupils and staff | Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, there will be no assemblies, to avoid too many pupils being in one place at the same time.  Pupils will stay in the same classroom at the same desk throughout the day wherever possible.  Pupils will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day.  Corridors will have one-way circulation to keep groups apart.  Toilet use will be managed by staff at break times to avoid crowding.  Staff and contractors not working with pupil groups will be asked to maintain 1m distances from each other and from the pupil groups. | * All Staff |  |  |
| Spreading infection due to excessive contact and mixing between pupils and staff during After School and Breakfast Club | Pupils will be organised into small groups, or year groups where possible, a staff member will be allocated to each group.  For ASC, majority of resources will be separated for each group and will not be shared. Any items that are shared such as gaming handsets, will be thoroughly cleaned between children using them.  For ASC, refreshments will be prepared by staff prior to After School Club commencing and will be distributed by ASC staff member assigned to that group.  For ASC, parents will be asked to maintain a 2m distance from the door when collecting their child.  For BAC, parents will be asked to drop off at Prayer Garden gate and not to approach the door.  For BAC, activities will take place outside where ever possible.  For BAC, refreshments will be in the form of a sealed snack. | * ASC Manager * Sports Coach * Other ASC Staff * Other BAC Staff | Immediate and Ongoing |  |
| Spreading infection due to the school environment | Checks to the premises will be carried out to make sure the school meets health and safety standards.  Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.  Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn’t be compromised.  Outdoor space will be used for exercise and breaks, and for education where possible. | * Site Manager * SBM * Headteacher * Deputy Head | Immediate and Ongoing |  |
| Spreading infection due to excessive contact and mixing in meetings | Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.  Where this isn’t possible, essential only meetings will be conducted outside, or in a room large enough to allow for social distancing. | * All Staff | Immediate and Ongoing |  |
| Individuals vulnerable to serious infection coming into school | For everyone who could come into school:   * If they're clinically extremely vulnerable, they will continue to learn or work from home * If they're clinically vulnerable parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible * If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions * The school will work with parents of any children who are anxious about returning to school to aid them in their transition back to St Bede’s |  | Immediate and Ongoing |  |