**Assessment completed by:** Veronica Hilliard / Begoña Toral  **Date completed:** 16th July 2020 **Revised 8th December 2021**

 **Head teacher Approval:** 

**Chair of Governors Approval: Shared on Governor hub on 22nd April 2021 (subsequent versions have been added to Governorhub for info)**

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| **Hazard** | **Spread of Coronovirus- Covid 19** |
| **Who may be harmed** | Children, staff, parents, family members, vulnerable, cleaners, visitors, contractors |
| **Existing Measures** | **Measure to take** | **What further action is necessary** | **To be reviewed** |
| Transmission of Coronavirus / spread of COVID-19 (GENERAL) | **Prevention:**1) Minimise contact with individuals who are required to self-isolate by ensuring the do not attend the setting.2)Ensure face coverings are used in recommended circumstances3) Ensure everyone is advised to clean their hands thoroughly and wash their hands more often than usual4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standardproducts such as detergents 6) maintain social distancing wherever possible7) Keep occupied spaces well ventilatedIn specific circumstances8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary9) Promote and engage in asymptomatic testing, where available**Systems of Control**Response to any infection:10) Promote and engage with the NHS Test and Trace process, if contacted.11)Close contacts will now be identified via NHS Test and Trace and education and childcare settings will no longer be expected to undertake contact tracing. 12) Indication for when to seek public health advice if they are concerned.For most education and childcare settings, whichever of these thresholds is reached first: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period13) Contain any outbreak by following PHE local health protection team advice 14).May be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases15) Carbon Dioxide Monitors have been set up in specific areas of the nursery where more children may gather. Monitor the levels and if the levels begin to raise to amber/red, enhance the ventilation by limiting children numbers or opening doors and windows. **Actions:**Identify (and record that this has been carried out for every individual) all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, with the Head teacher prior to them entering the school. * Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
* Clinically vulnerable’ children and staff should follow the advice of their doctor.
* Encourage vaccine take up and enabling staff who are eligible for a vaccination to attend booked appointments where possible; (including boosters)
* Ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a PCR test if they or their child are displaying symptoms
* Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.
* Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
* Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, unless Omicron variant has been identified. or are a close contact of a positive COVID-19 case and any of the following apply:

• they are fully vaccinated. • they are below the age of 18 years 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons* Separate risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.
* Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.
* The decision to refuse a child’s attendance if in reasonable judgement it is necessary to protect children and staff from possible infection with coronavirus (COVID-19).
* Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor.
* Wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
* Children and staff travelling from abroad. All children and staff travelling to England must adhere to travel legislation, details of which are set out in red, amber and green list rules for entering England. Parents and carers should bear in mind the impact on their child’s learning and development which may result from any requirement to quarantine or isolate upon return.
 | This risk assessment is a working document and HT and SLT will monitor dailyFace coverings should be worn by staff and adult visitors where social distancing between adults is not possible in corridors and communal areas | Daily |
| Hand washing | * Hand Sanitiser dispensers and anti-bacterial spray/wipes to be readily available in the entrance to school, entrance to side gate entrance and located at entrance to each classroom
* Hand washing facilities with soap and water in place in classrooms, staff room, front office and toilets.
* Guidance for effective hand washing shared with staff and pupils: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/
* Paper towels available in staff rooms and all bathrooms and toilets
* Cleaners to ensure that stock of handwashing soaps and paper towels are available at the end of each day
* Cleaners to ensure that tissues are well stocked and readily available in all classrooms
* Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:
* After coming into school
* After sneezing or coughing
* Before and after handling or eating food
* After going to the toilet
* Children will sanitise hands on exit to the garden, and wash hands on arrival back into the classroom
* Sink installed in garden to enable hand washing before entering the classroom
* Encourage children and staff to avoid touching their face with unwashed hands
 | Maintain a strict stock control to ensure that replenished when finishedBT ensure that stock control is maintained on the nursery floor and liaise with admin staff | Daily  |
| Cleaning | * Arrange for cleaners to arrive at 3.30pm to enable cleaning to commence in staff rest room areas high contact areas
* Daily cleaning of entire building by cleaners from 3.30-7.30 each day, paying particular attention to surfaces, chairs, underneath edging of tables, areas at children’s height; heavy traffic areas such as door handles and electronic door entry systems, kitchen sink areas
* Cleaning ‘go to baskets’ will be available within classrooms which will include, antibacterial wipes, antibacterial spray, gloves, hand sanitizer, j cloths
* Cleaning ‘go to baskets’ will be available at mealtimes in both classrooms (purple room and Black and white room)
* Surfaces in classroom such as tables and chairs will be cleaned more frequently
* Toilets in classrooms will be cleaned paying particular attention to sink taps, toilet doors, toilet seats, toilet flush areas. These areas will be cleaned 4 times throughout the course of the day. Especially before lunch time and after lunch
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as;
* door and window handles
* banisters
* Furniture
* Classroom tables and chairs
* light switches
* Computer equipment including keyboards and mouse
* Telephones
* Reception area using appropriate cleaning products and methods.
* Door code to staff room will be cleaned thoroughly at the beginning and end of day, as safety requires this door to be locked.
* Staff to use their own cutlery and crockery if possible and refrain from sharing
* For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and have their own items that are not shared.
* Ensure all cleaning equipment is stored in a safe area away from the reach of children but remains easily accessible to staff
* Ensure staff know the whereabouts of PPE, and are trained to use it safely
 | SLT team will monitor closely,Cleaners must feedback to senior leadership team to assess if timings are adequate for the cleaning required. | Daily  |
| Sneezing, coughing,  | * Tissues and bins available in all classrooms, plastic refuse bags lining bins
* Staff will remind children to catch their cough or sneeze into tissues or in their elbow
* Staff support children to dispose of their tissues and immediately wash their hands, and will be a focus daily as new children are admitted
* Visuals placed within the toilets reminding children of good hygiene measures, daily small group reminders.
* Children reminded to keep their fingers/hands away from their face as much as possible
* Staff remind children about maintaining space where possible
* Bins will be emptied each day, replaced with new bin bag- monitored by SLT
 | Food waste must be thrown away asap  | Daily |
| Ventilation | * All indoor areas used must be ventilated adequately, with windows opened.
* Pupils to use outdoor space as much as the timetable allows.
* During settling in periods with new children and adults; settling in will take place outdoors
* Carbon Dioxide Monitors have been set up in specific areas of the nursery where more children may gather. Monitor the levels and if the levels begin to raise to amber/red, enhance the ventilation by limiting children numbers or opening doors and windows
 | One exit will be used for children to access garden | Daily |
| Safeguarding  | * Addendum to Safeguarding Policy is available. Safeguarding Policy has been reviewed with Keeping Children Safe in Education 2021updates.
* All staff have received said information and are aware of safeguarding arrangements.
* Orange ‘Incident Forms’ located in all group rooms
* Designated Safeguarding lead on site each day
* Emergency contact details shared with staff in case of safeguarding concerns
* CPOMS software has been purchased (November 21, this will be live and available from December 21)
 | Keeping Children Safe in Education update disseminated to staff and all staff have read September 2021.  |  |
| Social distancing of staff | * It is no longer recommended that it is necessary to keep groups apart as much as possible.
* All staff to ensure that those entering the school are symptom free. If anyone shows visible symptoms such as a sudden persistent cough they are to be refused access.
* All staff to be encouraged to engage with lateral flow testing and vaccinate if not already done so.
* Temporary amendment to staff rota and teaching cycle, to minimise disruption to school should unvaccinated staff need to self-isolate.( introduced 6th December – February 22 half term)
* Designate areas for staff breaks that maintain social distancing and hygiene
* Early years staff in school-based nurseries, maintained nursery schools and private, voluntary and independent nursery settings are part of the asymptomatic testing programme offering rapid lateral flow home test kits for twice weekly testing
 | Anyone showing symptoms, are required under government guidelines to carry out a test and to self- isolate for 10 days if they receive a positive result.Keep under review | Daily |
| Mental Health and Wellbeing | * Any staff member must discuss any health and wellbeing concerns with the Head teacher/ Deputy Head teacher immediately
* Staff will have information available and links/signposting of agencies who may be able to support
* HT will discuss additional support through LCAT should staff member require
* Bereaved staff will be offered RBKC Support Information from Rachel Soares (EP); opportunity will be given for any staff member to engage in ‘Zoom’ individual sessions or telephone consultations
 | Keep all staff up to date with well- being initiatives published weekly e.g. Five ways to well- being [coronavirus staff resilience tips](https://mindedhub.org.uk/top-tips-for-covid/)<https://www.ndna.org.uk>  |  |
| Social distancing of children  | * Regular sessions with a focus on hygiene, handwashing and spread of germs will take place to support children’s understanding. Songs, games and stories will used to support this.
* Children are no longer required to be kept in small bubbles.
* Garden entrance will be used at collection times to avoid parents and children congregating at the main entrance **(temporarily suspended due to garden building works. To be reviewed January 2022 when said works have been completed) (November 21)**
 | https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures | Daily |
| Social distancing of parents | * Garden entrance will minimise the congregating of parents at the end of the day (see above)
* Collection points using front entrance and garden entrance are designated via key groups
* Parent have been asked to wear a mask if not exempt and no longer come into nursery for drop off **(re introduced November 21- as a result of positive cases)**
* Any parent/carer coming to Golborne & Maxilla must confirm the following:
* if Parent/carer or anyone in their household are currently unwell or displaying a high temperature or new cough.
* Any member of the household has newly contracted Covid-19~~;~~
* ‘Clinically vulnerable’ children and staff should follow the advice of their doctor.
* Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. Double vaccinated individuals do not need to isolate unless they receive a positive result. Those not vaccinated will need to isolate for 10 days. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
* Parents updated by email on guidelines, with posters and verbal reminders used to reinforce the message.
* [Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme)
 | Staff members to remind parents of symptoms and keep themselves and parents/carers up to date with latest government advice and guidelines. Latest updated documents available to read in the front office Staff and children with a positive rapid lateral flow test result should self-isolate in line with [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They will also need to [get a free PCR test](https://www.gov.uk/get-coronavirus-test) to check if they have COVID-19.While awaiting the PCR result, the individual only needs to self-isolate if they are not double vaccinated. | Daily |
| Entry to school | * Parents are currently only allowed into the building for essential meetings. Essential meetings will be held in large enough areas to maintain 2m distancing, or via electronic means. Parents are also allowed during settling, in the outdoor spaces.
* Parents will not bring children to school if they or someone in their household is unwell or experiencing symptoms of Covid-19.
* Ensure, when possible, the use of public transport is minimised, especially at peak times. Parents and Children are encouraged to walk/bike/scoot to school.
* Parents will be reminded not to congregate at the front of the nursery
* When collecting children at the end of the day Parent/carer/ wait outside the building at the designated collection exit in an orderly manner, wearing face coverings; unless exempt.
* Buggies/prams/scooters/cycles that are used to transport children to school should be stored outside in the buggy store or locked onto the scooters’ rack or taken by the parent and not left at the premises.
* Consider staff and children’s mental health and well-being. Identify any child/adult who might need additional support so they are ready to work/learn.
* [MindEd Hub](https://www.minded.org.uk/)
 | Children to disinfected shoes by stepping across disinfectant solution to stop cross contamination happening.Children will use the toilet and wash their hands before leaving.(Links with Covid-19 Policy) | Daily |
| Registers | * Usual paper register will be taken on arrival
* Classroom registers will be provided for each classroom
* Senior staff member will double check classroom register each morning; these doubles up as Emergency Fire Roll Call
* HT and AO will meet at approx 9.45 am to conduct headcount.
* Pupils must be collected on time at their designated location.
* Any child not collected and deemed as late will be taken through to after-school provision.
* Staff to be signed in manually on the electronic system by office staff.
 |  | Daily |
| Fire Evacuation | * In the event of a pre-planned Fire drill, normal evacuation procedures will be followed.
* Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing.
* Purple room children and staff to evacuate and congregate in designated areas
* White room children and staff evacuate and congregate down the stairs to the right of the building and await senior staff
* School children evacuate and congregate in designated areas
* Review any personal evacuation emergency plans (PEEPS) to ensure that arrangements are still adequate and relevant.
 |  |  |
| Physical Arrangement | * Staff to follow their normal daily risk assessments before the start and end of each day’s session.
* Staff will wash hands on arrival at school and throughout the day (5-6 times)
* Staff will conduct lateral flow tests each Sunday and Wednesday evening and record their result using [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result)
* Staff will clean surfaces such as taps and door handles with antibacterial spray 3 times a day (more frequently as required)
* Practitioners to ensure all resources/equipment, toys and appliances used throughout each session is thoroughly wiped and cleaned. Washable items should be washed on a daily basis at high temperatures, toys and resources that can be sterilised should be done so on a daily basis. All furniture used throughout day to be thoroughly disinfected at end of each use or end of the session
* Staff will disinfect beds and put bed sheets to be washed twice weekly
* Disinfectant wipes and spray to be readily available in all areas used by /children but still stored in a safe area away from the reach of children.
 | SLT will monitor3 steamer machines purchased to support the cleaning at the end of the day on fixed furnishings such as children’s sofas, and play resources | Daily |
| After School Provision | * Will run normally from September 2021 (separate Risk assessment for wrap around has been developed)
* No child can be on site after the last group is collected at 3.30 (unless attending after school provision) we cannot stress the importance of children collected promptly and on time. Essential cleaning is required at the end of school day.
* Mixing between age groups in after school provision will be minimised as much as possible
 |  | Monthly |
| First Aid | * Children’s individual medications are to be stored in central location and remain there
* Staff to check medication is in date, any children with out of date medication will not be admitted
* Accident Books to be available in each room to be completed should the need arise
* In the event of an emergency staff to use walkie talkie to call front office and await advice from Admin staff
* Where possible physical contact should be kept to a minimum e.g. pupils apply cold pack where possible.
* Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.
 |  |  |
| Inside space including equipment/resources/toys etc | * Ensure all children’s belongings are clearly labelled with their names and that all children have sufficient spare clothing
* Malleable materials (messy play). An assessment should consider whether the item can be used, cleaned or replaced
 |  | Daily |
| Garden and outdoors | * Access areas where social distancing is easier to adhere to
* Equipment will be wiped down before children access and when they are leaving the garden
* Resources such as bikes, scooters, small resources will be removed if unable to disinfect within timescales
* Children will be encouraged to use the outdoor sinks regularly
 | Any resources equipment taken and used outside must be wiped and cleaned before next use.  | Daily |
| Meal times | * Hot lunches will be prepared and provided at Bevington school Kitchen
* Parents will provide water bottles for their children each day. Children to drink from their own named water bottle during the day.
* Children to wash their hands before and after lunch.
* Fruit time: once staff member has prepared fruit with the children the adult must remain with the fruit plate ensuring that children wash their hands before taking a piece of fruit. The exemption to this is when there is a staff member supervising ‘snack time’
 | See Miquill South Covid 19 risk assessment. | Daily |
| Pupil wellbeing | * All parents will receive a copy of this Updated Risk Assessment and Golborne and Maxilla Coronovirus Policy. In addition it will be uploaded onto the school website
* Support will be given to any child who is upset on arrival
* Keyperson will discuss with parent to allow parents to enter during settling in period. To support children’s well-being access the free resource MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. <https://www.minded.org.uk/>
* Up to date risk assessments for children on EHC plans.
 | The child’s emotional wellbeing should be paramount, and all staff members should use their knowledge and understanding of child development and consider the child’s individual needs when adhering to this recommendation. All staff members should also consider the parent/carers emotional well-being as they may be experiencing stress and anxiety about leaving their child, staff members to take this into account when making a decision. | Daily |
| Behaviour | * Our school behaviour policy remains in place; however, this has been revised to include the following:
* Emotional regulation strategies
* Positive Handling, any child whose behaviour means they may need support from an adult which requires hands on support.
 |  | Daily |
| Use of PPE | * Staff to ensure that there is an adequate amount of PPE available for when changing nappies and any soiled areas/equipment. Inform admin officer when levels of PPE equipment are low.
* Staff to use PPE when dealing with First aid and children’s accidents as directed by RBKC guidance, (RBKC Guidance attached to Covid-19 Policy)
* SEND staff to use PPE and facial visors when supporting intimate care and when supporting individual children as per their individual risk assessments
* In line with behaviour guidelines and revised policy; if positive handling is required Full PPE will be used
* Any professional who attends nursery to work with children and are using PPE will be offered to place their PPE in clinical waste bags
* Safe wearing, removal and disposal of face coverings. Staff and visitors should remove and dispose face coverings in allocated bins. Safe wearing of face coverings requires cleaning of hands before and after touching- including to remove or put them on- and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.
 | Admin officers to ensure we have the necessary cleaning products, PPE and buy/order in plenty of time to avoid running out of suppliesIndicate what bins are allocated for disposal | As and when needed |
| What to do if a child becomes unwellContingency Plan | * If a child becomes unwell with suspected Corona Virus they will be isolated in the parent’s room with a familiar adult until they can be collected.
* Staff member uses ‘go to grab’ bag of PPE
* Fluid resistant surgical mask if splashing likely
* Keep the door closed
* Open window for ventilation
* Use adult toilet next to parents’ room
* Admin staff to be informed if they need to contact parents
* Admin staff will contact parent to ensure swift arrival to collect child
* DSL will contact social workers if the child is a vulnerable child
* Staff member supporting child will maintain social distancing where possible
* Ensure that all staff in school know that they move the child to the parents room if they are sick
* Wash hands for 20 seconds after making contact with the ill pupil
* Considerations for protocol: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions
* Parents will be instructed to take their child for a test and inform the nursery asap of the result of the test: DFE Guidelines: system of controls: Response to any Infection
* **HT has access to test kits** for the purpose of staff and those families for whom it may be they have limited access to a test should their child or staff member develop symptoms
 | Remaining children from said child’s group will be monitored and temperatures takenParents of these children will be informedRoom will be thoroughly deep cleaned after the child has gone homeIf positive test confirmed contact Public Health EnglandVH will monitor stock levels and re order through DFE portal at least 1 month before stock limit reduces | As and when needed |
| Symptoms of Covid-19 | * Anyone with any symptoms of Covid-19 at home must not enter the building, see: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/
* Anyone with any symptoms of Covid-19 at home must inform the school immediately by telephone so that interim actions can be taken.
* Anyone with any symptoms of Covid-19 at home must go for testing and inform the school of the result.
* **HT has access to test kits** for the purpose of staff and those families for whom it may be they have limited access to a test should their child or staff member develop symptoms
* If anyone develops symptoms of Covid-19 during the day they must go immediately to the allocated isolation room.
* If an adult has developed symptoms during the day, they must leave the site immediately and go for testing.
* Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, unless identified with the Omicron variant; or are a close contact of a positive COVID-19 case and any of the following apply:
* they are fully vaccinated.
* they are below the age of 18 years 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reasons

Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.* If an individual has tested positive for Covid-19 they must self-isolate for 10 days, and inform the school.
* If an individual has tested negative for Covid-19 they can return to school.
* For further guidance, please refer to Government guidance: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june
* School must notify Ofsted of any confirmed cases in the setting, whether a child or a staff member. You should also tell Ofsted if you have to close the setting as a result. It is a legal requirement as set out in paragraph 3.51 of the statutory framework for the early years foundation stage. Report as soon as you are able to, and in any case within 14 days.
* **School will complete the LA questionnaire to report confirmed positive cases (LA Bi Borough**
* **School will inform PHE to report confirmed positive case on 0800 046 8687 selecting option 1, and follow guidance (if numbers are above range)**
* Log completed
* Always call 999 in an emergency.
 | Use the test booking portal system to book COVID19 Test for staff with suspected cases.https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested | Daily |
| What to do if there has been a suspected case in school | * Keep any waste from possible cases and cleaning of those areas (e.g., tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.
* Any cloths and mop heads used must be disposed of as single use items.
* Place these bags in a suitable and secure place away from children and mark them for storage.
* Wait until you know the test results to take the waste out of storage.
* If the individual tests negative, put the bags in with the normal waste.
* If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.
* If you don't have a secure place, you'll need to arrange for a collection for ‘category B’ infectious waste from either your:
* Local waste collection authority (if they currently collect your waste) Or, by a specialist clinical waste contractor
* **School will complete the LA questionnaire to report confirmed positive cases (LA Bi Borough**
* **School will inform PHE to report confirmed positive case on 0800 046 8687 selecting option 1, and follow guidance (if numbers are above range)**
 | Parents will be notified of any confirmed cases of Corona Virus via phone call, email, or text messaging system.**Parents will be notified as a result of PHE guidance following a positive test result.** | As and when needed |
| Visitors | * Visitors will not be allowed on site unless prior arrangement with Head Teacher
* Signage in reception regarding good hygiene and social distancing
* All visitors must provide their own Risk Assessment
* Visits for SEND therapies should continue. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site.
* Any unexpected visitors attending the building will be kept in the contained reception area until the school has confirmed their visit is essential.
* School will notify any visitors prior to their arrival if a positive case of Covid has been recorded
 |  | Weekly |
| Contractors | * 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 social distancing and good hygiene.
* Any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, will not be allowed on site.
* Staff and contractors are to maintain a safe distance between themselves and others (2 metres).
* All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.
* Agree approach to scheduled / ongoing building works.
* Site inductions are to be carried out following social distancing principles (2m separation).
* School to seek confirmation of the contractor’s method statement / risk assessment.
* Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.
 |  |  |
| Deliveries and waste collection | * Do not approach delivery staff, allow packages to be left in a safe place.
* Store delivery items for 72hours prior to unpacking/use.
* Hands are to be thoroughly washed after handling all deliveries or waste materials.
* Waste collections made when the minimum number of persons are on site (i.e., after normal opening hours).
 | Store in foyer cupboard if required for 72 hours, if this is not possible ensure gloves are worn to transfer the delivery to cleaner’s cupboard |  |
| Premises safety | * Fire alarm testing will continue as usual.
* Additional maintenance controls will be arranged and up to date including, legionella controls, servicing of equipment, PAT testing etc. (see contractors’ section)
* We will ensure all key services are operational
* Key fire doors will not be compromised / wedged open
 |  |  |

**For further advice refer to: Coronavirus (COVID – 19)** https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic

https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak

https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/876220/COVID19\_Guidance\_Education.pdf

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https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

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This Risk Assessment has been shared with the Chair of the Governing Body on 8th December 21

Following approval this will be uploaded onto Governor Hub