

# Hawridge & Cholesbury C of E School



## Covid19 Risk Assessment

**January 2022**

Headteacher, Caretaker and Governing Body (at FGB Date: 02.02.22)

Access to site			
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Avoid areas where adults or children congregate</li> <li>• Avoid too many people on the site</li> <li>• Evidence indicates that the risk of infection spread is lower outside</li> </ul>		
<b>Risk</b>	<b>Control measures currently in place</b>	<b>Responsible person</b>	<b>Risk rating</b>
<b>Collection and Drop off times</b> Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> <li>• In order to limit the likelihood of congregating, access to and exit from school via a one-way system entering in at the school drive and exiting via the alleyway.</li> <li>• Feb 9<sup>th</sup> 2022 One way system no longer in place – families able to enter and exit through the driveway (exit only through alley way remains as this is a more confined space)</li> <li>• Classes to continue to enter the building at existing established points where there is sufficient space for waiting families to spread out</li> <li>• No vehicle access except for Disabled badge holders who may access by arrangement. Staff on duty to open and close gate – lock when last visitor leaves.</li> <li>• Nominated staff to collect and bring children to the parents in the car park or as agreed with the HT and by agreement with family.</li> </ul>	HT Review & adjust as necessary	Low

Movement around site			
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• The Geography of the site means that it is not always possible to maintain preferred ventilation levels</li> <li>• Avoid areas where adults or children congregate</li> <li>• Limit mixing of adults and children who work in different parts of the school</li> </ul>		
<b>Risk</b>	<b>Control measures currently in place</b>	<b>Responsible person</b>	<b>Risk rating</b>
Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> <li>• All adults on site to wear a face covering in communal areas and when moving around the school site. Face coverings do not need to be worn at work stations or in usual classrooms/ work spaces unless there are cases in the class/ work area, social distancing and adequate ventilation are not possible and/ or adults feel safer by doing so.</li> </ul>	HT Review & adjust as necessary	Low

General hygiene			
Cross contamination/ spread of infection	<ul style="list-style-type: none"> <li>• Children and adults to wash their hands for 20 secs with warm water and soap when they arrive at school, return from break, change rooms, before and after eating and at regular intervals throughout the day. (approx. 5 times a day or more) or use school provided/ approved alcohol hand sanitiser.</li> </ul>	All classes have their own sink and toilet facilities	Medium

	<ul style="list-style-type: none"> <li>• Adults to supervise hand washing and actively teach children effective hand washing.</li> <li>• Children to carry own packs of tissues for personal use.</li> <li>• Any throat clearing – children taught to use elbows.</li> <li>• Children taught that equipment/ surfaces need to be wiped in between use and to get into the habit of doing so.</li> </ul>	for hand washing	
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Infection outbreak and reporting			
Rationale	<ul style="list-style-type: none"> <li>• Identify any cases quickly and prevent infection spread</li> <li>• Prevention of an outbreak through daily LFTing when appropriate.</li> </ul>		
Risk	Control measures currently in place	Responsible person	Risk rating
Suspected case of Covid-19 in school  Spread of disease	<ul style="list-style-type: none"> <li>• If a symptomatic child or adult is well enough and it is safe to do so, a member of staff will wait with them for the collecting adult outside the main entrance.</li> <li>• In other circumstances, a symptomatic child or staff member will isolate in Noah's Ark NOT the medical room</li> <li>• Open windows and make patient comfortable</li> <li>• Check temperature</li> <li>• Anyone displaying Covid symptoms needs a PCR test. LFT is used to identify asymptomatic cases.</li> <li>• Alert parent and send child home with isolation instructions / send staff member home with isolation instructions. (Currently between 5- 14 days depending on 2 negative LFT test results 24 hours apart)</li> <li>• Class staff to be notified.</li> <li>• Office to prepare daily absence info for the HT to monitor. HT to seek PHE advice if an outbreak looks evident.</li> <li>• HT to keep relevant parents updated as appropriate</li> <li>• Classes with more than one Covid positive member asked to carry out daily LFTing for 7 days.</li> <li>• Twice weekly lateral flow tests for all participating staff in school on a Sunday and Wednesday evening (or Saturday and Tuesday if working Wednesday to Friday). Results uploaded to NHS.</li> <li>• DFE helpline : 0800 046 8687 (Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm)</li> <li>• Covid Helpline 0344 2253861 or 0844 9670083 (out of hours)</li> </ul>	All	Low
Covid 19 outbreak/. Switch to remote learning	<ul style="list-style-type: none"> <li>• Should cases rise to or exceed 40% in a class the HT will discuss the need to switch to remote provision with Bucks CC and PHE.</li> </ul>	HT/ SLT	Medium

	<ul style="list-style-type: none"> <li>Any decision to switch to remote provision will take the following into consideration: Staff absence and the ability to cover this appropriately. Staff and community anxiety and the impact this is having.</li> <li>NB Rising numbers of asymptomatic cases indicate that daily LFTing is being effective, which will prevent further spread of infection leading to a peak followed by a fall in case numbers.</li> </ul>		
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Quarantining when well			
<b>Rationale</b>	<ul style="list-style-type: none"> <li>As isolation periods have reduced, less absence from 'well' staff and children will be required.</li> <li>However, some children or staff will test positive and remain either asymptomatic or have mild symptoms.</li> <li>A small number may be instructed to isolate by NHS Test &amp; Trace</li> </ul>		
<b>Risk</b>	<b>Control measures currently in place</b>	<b>Responsible person</b>	<b>Risk rating</b>
Staff Spread of disease	<ul style="list-style-type: none"> <li>Staff will be provided with a laptop or other suitable device if needed (this may have to be loaned by another member of staff) and guidance will be provided as to tasks to be completed at home.</li> <li>Teachers will remain in contact with their class via zoom or through other staff. If possible they will provide planning, feedback and guidance to support staff who will be asked to cover the class. They will be available by email or phone throughout the working day unless otherwise agreed.</li> </ul>	Staff	Low
Children Spread of disease	<ul style="list-style-type: none"> <li>Where parents notify us that their child is well enough to work, the following provision will be available: White Rose maths lessons will be uploaded to eSchools Children will be sent a link to attend all/ part of English lessons remotely Oak Academy link provide for all other and additional lessons 10 min child/ teacher review at an appropriate point to clarify/ move learning forward. Reception children will be provided with a bank of lessons recorded by staff to access as appropriate.</li> <li>Equipment may be loaned as required and available.</li> </ul>	Teachers & families	Low

Classrooms/ work spaces			
<b>Rationale</b>	<ul style="list-style-type: none"> <li>Research indicates that providing an appropriate level of ventilation is</li> </ul>		

	<p><b>effective in reducing the spread of infections.</b></p> <ul style="list-style-type: none"> <li>• <b>Good personal hygiene and cleaning habits are also key to reducing infection spread.</b></li> </ul>		
<b>Risk</b>	<b>Control measures currently in place</b>	<b>Responsible person</b>	<b>Risk rating</b>
<p>Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough</p>	<ul style="list-style-type: none"> <li>• Ventilation to be provided in all working areas by at least one window being open</li> <li>• Appropriate ventilation can be judged by using a CO2 monitor to check CO2 levels and judging if a room feels stuffy.</li> <li>• 10 CO2 monitors are provided for use around areas of concern in the school. These include areas with no/ limited natural ventilation (no windows) or where numbers of children/ adults are concentrated. They are not in fixed locations and can be used to check an area when there is uncertainty or when a special event is taking place e.g. parent assembly. Ideally CO2 levels should be less than 800 and no more than 1500.</li> <li>• Room temperatures can be managed by opening and closing doors/ windows as CO2 levels rise and fall.</li> <li>• Heating will continue to be used to help mitigate cold, and staff and children are advised to wear extra layers. (If cold, children are encouraged to wear a base layer/ vest in addition to their full school uniform. If they are still cold, an additional school coloured sweatshirt may be worn on top of all other layers, including a school jumper, but not instead of.</li> <li>• School caretaker to open windows in communal areas when unlocking each morning. Class staff to open windows in classrooms as appropriate. Everyone's responsibility to check ventilation in the rooms they are in.</li> <li>• Noise levels to be kept reasonably low especially (a quiet buzz) as CO2 levels rise, where Covid has been identified in the group or where groups are mixing. Maintaining a reasonable volume when playing music/ audio files and adults using a moderately quiet voice will help with this.</li> <li>• Hand sanitising/ washing needs to continue as children enter and exit classrooms, lessons changeovers etc.</li> <li>• Tables and surfaces to be sprayed and wiped after each lesson.</li> </ul>	Adults to monitor	Low
<p><b>Doors left open</b> Fire v spread of infection</p>	<ul style="list-style-type: none"> <li>• Doors to be propped open when children enter and exit the building to minimise contact with door handles.</li> <li>• All doors to be closed when rooms are empty to minimise the spread of fire if this occurs. Ventilation to be increased when empty.</li> <li>• Windows to be opened fully when room is empty to allow for max ventilation</li> </ul>	All	Low
<p><b>Shared workspaces e.g Computing room,</b></p>	<ul style="list-style-type: none"> <li>• Maintain hygiene and ventilation as above with all staff and children hand sanitising/ washing as they enter and leave a shared work space.</li> </ul>		

<b>Library etc.</b>	<ul style="list-style-type: none"> <li>Allow a few minutes with maximum ventilation between one group leaving a shared space and another entering.</li> </ul>		
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### Communal Spaces

<b>Staff breaks/ staffroom</b>  Maintaining social distancing  Cross contamination	<ul style="list-style-type: none"> <li>Staffroom available for up to 6 staff at a time. Window must be open to allow for ventilation and face covering can be removed once seated.</li> <li>Tea/ Coffee facilities point in staff kitchen – 3 people in the kitchen at any one time – windows open for ventilation.</li> <li>Wipes provided next to kettle. Staff to provide and keep their own mugs and other utensils and take home each day.</li> </ul>	All	Low
<b>Adult working spaces</b>	<ul style="list-style-type: none"> <li>PPA – staff to use allocated areas as on PPA plan.</li> <li>School office to be kept for office staff only. Walkie talkies will be put in the hall on a table for collection each day and signing in book is by the front door. (use own pen)</li> <li>Portable phone can be accessed from the staffroom. Two classroom phones (Y6 &amp; R) connected to outside lines.</li> <li>Parent contact details to be accessed via SIMS not by looking in the paper file in office.</li> </ul>	All	
<b>Store rooms</b>  Maintaining social distancing  Cross contamination  personal injury	<ul style="list-style-type: none"> <li>Limit to one person at a time</li> <li>Clean door handle after use and anything else which has been touched.</li> <li>All areas to have a packet of wipes available for disinfecting areas after contact.</li> </ul>	All	Low

### Movement around the school

Cross contamination as children or adults move around the school.	<ul style="list-style-type: none"> <li>Class groups to enter and exit as described above.</li> <li>One way system for adults and children moving along corridor by ICT room and offices – anti clockwise looping past KS1 classes past y6 through the side of hall.</li> <li>Y3 Staff to access staff room via the Y3/4 corridor. Staff to access across hall (side by kitchen/ end by staff kitchen/ room) or through the library</li> </ul>		
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### Visitors in school

<b>External Providers, Peripatetic teachers/ individual lessons- Peripatetic Music teachers, Art therapist, PE coach, Forest Schools teacher</b> <b>Other visitors e.g consultants, other professionals, volunteer helpers</b>			
<b>Rationale</b>	<ul style="list-style-type: none"> <li><b>In order to reduce the risk of bringing Covid infections into the school, no visitors or staff should be on site if they have Covid symptoms, have tested</b></li> </ul>		

	<p><b>positive on a LFT or been instructed to isolate by NHS Test &amp; Trace.</b></p> <ul style="list-style-type: none"> <li>• <b>All regular visitors are expected to take twice weekly LFT and report results to the NHS.</b></li> </ul>		
<p>Infection brought in from other settings</p> <p>Cross contamination between our groups.</p>	<ul style="list-style-type: none"> <li>• All visitors to sign in, hand sanitise and complete Visitor Information forms which should then be checked by office staff.</li> <li>• They will also be expected to wear a visitor badge.</li> <li>• Ideally, children should be called for their music/ art therapy session over the walkie talkie, but if necessary staff can collect children from their classroom</li> <li>• Peripatetic music teaching and art therapy will continue in the Music room with the windows open or outside by arrangement.</li> <li>• Sports coach will be outside where at all possible.</li> <li>• After school, mixed age clubs will take place outside. If the weather is too bad to be outside and Covid has been present in the school during the previous 5 days, the club will need to be cancelled.</li> <li>• Peripatetic teachers should limit time out of the Music room into other rooms where possible and should social distance from staff and pupils if possible.</li> <li>• Face coverings do not need to be worn in lessons.</li> <li>• All equipment should be disinfected before and after use and children should wash hands/ hand sanitise as they arrive for their session and before they leave.</li> <li>• Hand sanitiser to be available in all areas, taken outside by Sports coach, in Forest Schools and in the Music room etc.</li> <li>• External providers to have own risk assessments to be provided showing how risks between settings are mitigated.</li> <li>• Rocksteady to take place in the hall with doors open for ventilation. Teacher to limit movement in the school to hall and staffroom. Equipment to be cleaned between classes.</li> </ul>		
<p><b>Other visitors e.g consultants, other professionals, volunteer helpers</b></p>	<ul style="list-style-type: none"> <li>• Noah's Ark will be used for staff to meet with visitors as required. A table with perspex screen will be provided for this purpose.</li> <li>• Alert visitor to face covering and ventilation policy in school</li> </ul>		

Clubs			
<p><b>Phonics Start/ Homework Club</b></p>	<ul style="list-style-type: none"> <li>• Hall used for Homework club with children from different families/ classes at least 2 metres apart and at fixed stations. Strict booking of places.</li> <li>• Phonics Start to take place in the library. Tables/ chairs to be disinfected after use. Strictly invite only.</li> </ul>		

Travelling arrangements			
<b>Covid-19 awareness</b> Cross contamination	<ul style="list-style-type: none"> <li>Families are encouraged to travel to school in a one household vehicle or walk if possible</li> </ul>		Low
<b>Children travelling on the school bus</b>	<ul style="list-style-type: none"> <li>Children arriving by bus - bus company/ school staff will ensure that there is adequate ventilation and that children are spread out or sat in class/ family groups as far as is possible.</li> <li>Children are expected to wash their hands/ hand sanitise before getting on the bus and on disembarking.</li> <li>Children gather to wait for the coach in the covered area which is well ventilated.</li> </ul>	Bus company Staff managing children using bus.	Low

Emergency & First aid			
<b>Evacuating the school</b> Personal injury/ Cross contamination	<ul style="list-style-type: none"> <li>Assembly point on the school playground as marked. (Classes to remain in groups and social distance from other classes)</li> <li>EYS/ KS1 exit garden gates and head straight to assembly point. Y3 &amp; 6 exit from class doors via covered area door to assembly point. Y4 &amp; 5 exit through car park door and walk across field to assembly point.</li> <li>Risk of congestion at exit points – classes to wait if necessary and use field to space out if needed to overtake/ social distance en route</li> <li>Register order maintained</li> <li>Drill practised and reviewed with Fire Risk Assessment</li> </ul>	Guidance states that risk from classes passing each other is reduced.	Low
<b>Emergency requiring Lockdown</b> Personal injury Cross contamination	<ul style="list-style-type: none"> <li>Classes to enter through designated areas according to Lockdown plan.</li> <li>Some designated areas will include more than one class – in that case, classes should gather in areas away from each</li> </ul>		
<b>First aid</b> Cross contamination	<ul style="list-style-type: none"> <li>Deliver support and welfare as normal within EYFS setting</li> <li>Deliver support and welfare in all classes where possible in class rooms</li> <li>Medical room only to be used for more serious injuries or unwell children.</li> <li>One child in the medical room at a time</li> <li>Seating at 2m distancing outside room to maintain social distancing along corridor opposite HTs office</li> <li>Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>PPE used in suspected cases</li> <li>PPE used when administering first aid</li> <li>All staff to carry a walkie talkie</li> </ul>	All classes to have basic first kits.  Allocated first aider for break times in PPE and contacted via walkie talkie	Low



<b>Break times</b>			
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Research indicates that the risk of transmission outside is low.</li> <li>• The risk of transmission from outdoor play equipment (trim trail, balls etc.) is low especially when combined with regular hand sanitising/ washing and good hygiene habits.</li> </ul>		
<b>Supervision.</b> Safety and security of children whilst playing.	<ul style="list-style-type: none"> <li>• Staggered break times allow KS2 to use the playground at separate times to EYs/ KS1</li> </ul>		
Play equipment Cross contamination	<ul style="list-style-type: none"> <li>• Equipment may be used within class groups. It should be kept specifically for that class or disinfected/ quarantined after use.</li> <li>• All children to hand sanitise before and after using equipment. Adult on duty to bring hand sanitiser out with them.</li> <li>• Trim trail: this is currently out of action whilst it has a general H &amp; S assessment and when back in use can be used according to the rota</li> </ul>		

<b>Lunchtimes</b>			
Cross contamination	<ul style="list-style-type: none"> <li>• All children to wash hands/ sanitise before and after eating.</li> <li>• KS1 to eat in the hall. One class per table.</li> <li>• KS2 to eat in their classrooms unless they are having a hot dinner. Hot dinners to be eaten in the hall, one class per table, once all KS1 have left and the tables have been cleaned.</li> <li>• When cases allow, allow children to return to eating in the hall.</li> </ul>		Low

<b>Whole school events</b>			
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• CW lead will provide a rota.</li> <li>• Whilst cases exist in the school or locally, whole school worship will take place remotely in the classroom. Class worship as before.</li> <li>• Should the school have 0 cases for 5 days or more and local cases also show a decline, then Collective Worship will revert to being in the hall with class groups spaced appropriately and ventilation as high as possible.</li> <li>• Some Collective Worship will take place outside e.g. end of Autumn term in Wild Wood</li> </ul>		
<b>PSA/ fundraising events</b>	<ul style="list-style-type: none"> <li>• These will be assessed individually and adapted as appropriate at the time. E.g. An Outdoor Christmas Market instead of an indoor Christmas Fayre.</li> </ul>		
<b>Parent engagement events</b>	<ul style="list-style-type: none"> <li>• Workshops will be planned over Zoom/ Teams or in the hall with limited numbers, entrance and exit through the kitchen and maximum ventilation.</li> </ul>		

	<ul style="list-style-type: none"> <li>Parents' consultation evenings will continue to be held virtually unless a face to face meeting is specifically requested.</li> </ul>		
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<b>Off site visits</b>			
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Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>These will be individually risk assessed.</li> <li>Outdoor trips to locations with limited general public access may be preferable. E.g. River chess</li> </ul>	All	Low
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<b>Toilets</b>			
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<b>Toilet access and use</b> Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Each class to have their own allocated toilet/s.</li> </ul>	All	Low
Supporting children with toileting/ changing/ providing intimate care.	<ul style="list-style-type: none"> <li>Adults to wash hands/ hand sanitise and wear an apron &amp; mask whilst supporting any pupils with intimate care.</li> <li>Adults to wash hands/ sanitise afterwards.</li> </ul>		

<b>Wellbeing/ Mental Health</b>			
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Covid related Stress and anxiety. Isolation for staff shielding or self-isolating	<ul style="list-style-type: none"> <li>All staff have access to Art therapist/ PAM Assist (County counselling scheme) and SLT for support. (SLT available at all times)</li> <li>Regular remote/ outdoor or indoor meetings (if conditions allow) staff meetings to support and see each other</li> <li>Confidence in risk assessment and planned actions</li> </ul>		Medium
<b>Challenging behaviour</b> Risk of spread of Covid19 infection through physical contact – to staff especially	<ul style="list-style-type: none"> <li>Staff to be extra vigilant to signs of behaviour escalating and for pupil to leave designated room to dedicated space (Y2 cloakroom at KS1 end of school) (Music/ nurture room at Y6 end) very early. (Some pupils to start in dedicated space so that risk can be assessed)</li> <li>Pre-empt and avoid negative behaviours from arising as much as possible with distraction and avoidance.</li> <li>If situation does escalate, rest of group to leave the designated space to go outside (weather permitting or at 2m intervals in the corridor).</li> <li>Room made as safe as possible and strategies used according to child's BIP to de-escalate. Staff to wear a face covering in case where there is no option but to physically manage child. If that fails, parents will need to be called to collect child.</li> <li>Parents to be made aware of possible actions and risks and to sign updated BIP with procedures outlined.</li> </ul>	Constant review of individual cases	Medium

	<ul style="list-style-type: none"> <li>All parents and children to be sent Home School agreement and asked to agree through Google survey. To include understanding that if children cannot cope they will be sent home.</li> </ul>		
<b>Separation anxiety</b> Risk of spread of Covid19 infection through physical contact – to staff especially	<ul style="list-style-type: none"> <li>A lot of preparation work to take place between school and family photo pack of what school looks like/ video tour and books used such as 'The Invisible Thread'.</li> <li>Teachers to have regular contact with families where separation anxiety is particularly expected in order to plan a strategy/ e.g. separate arrival time, delay return to school or shortening school day may be necessary.</li> <li>Teacher and parents to agree physical contact which both sides feel comfortable with e.g. leading a child in to school by their hand. Hand washing to taken place immediately before and after. In writing?</li> </ul>	Constant review of individual cases	Med
Bereavement support.	<ul style="list-style-type: none"> <li>Bereavement training. Resources to be shared.</li> </ul>		

Cleaning & Waste			
<b>General waste</b> contamination	<ul style="list-style-type: none"> <li>Bins to be emptied twice a day at all sinks, toilets and at hand washing areas. Gloves to be worn when emptying into a larger sack and then put straight in outside bin.</li> <li>Food waste to be collected and emptied to outside bin straight after lunch time.</li> <li>Staff emptying bins to wash hands immediately afterwards</li> </ul>	Caretaker/ LSA	Low
<b>Hazardous waste</b> contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of waste</li> <li>All waste from potential Covid-19 case to be double bagged and marked as such</li> <li>Removed from building to outside storage area and contractor notified</li> </ul>	Get a separate bin with a lid.	Low
<b>Cleaning supplies</b> Cleaning chemicals Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>Caretaker to ensure each class has sufficient cleaning materials for surfaces each morning and afternoon</li> <li>Ensure labels are clear and material safety data sheet available and shared with all staff</li> <li>Renew order min 3 weekly basis.</li> </ul>		
<b>Cleaning:</b> Classroom surfaces - tables, doors and handles Toilet doors and handles Cross contamination	<ul style="list-style-type: none"> <li>Use usual cleaning detergent</li> <li>Store out of reach of children – locked drawer</li> <li>Wear gloves when cleaning</li> <li>Spray onto cloth and wipe all surfaces contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing including table tops</li> </ul>	Increase use as needed, after sneezing or coughing episodes	Low

	<ul style="list-style-type: none"> <li>• Class adults to ensure top up cleans throughout the day, wiping door handles, toilets and surfaces around toilets at lesson breaks or as required.</li> <li>• Toilets to be thoroughly cleaned by caretaker after lunchtime and deep cleaned at the end of the day.</li> <li>• Class adults to spray and wipe tables at the end of the day. Caretaker &amp; nominated staff to vacuum and mop all floors.</li> <li>• Any shared resources (Lego/ games etc.)- if possible individual sets to be allocated if not resources to be disinfected at end of day. If disinfection is not possible, resources should be quarantined for 72 hours.</li> <li>• Cleaning charts to be placed in all classrooms/ loos and communal areas and completed by adults when cleaning is completed.</li> </ul>		
<b>Cloakrooms / Toilets and toileting.</b>  Cross contamination	<ul style="list-style-type: none"> <li>• Class staff to monitor and wipe high risk/ contact areas on rotation throughout school day (9.30am - 3.15pm)</li> <li>• Deep clean at end of day by caretaker/ cleaner/ nominated staff</li> <li>• Toilets: each class to have its own set of toilets (unisex) only used by that class. (EYs toilets have been divided into 2 sections (EYs and Y1))</li> <li>• All children to be encouraged to use the toilets, if needed, before they go out to break and as they come in. Children only allowed to use toilets at break times if really desperate and must then be taken by an adult to their class toilet. KS2 teachers make their own judgement as to whether children can re-enter via covered area door to use the toilet and follow the one way system. This will be tightly monitored.</li> </ul>	Ensure check rota in place	Low
<b>Adult toilet facilities</b>  Cross contamination	<ul style="list-style-type: none"> <li>• There will be no toilet facilities for visitors.</li> <li>• There will be two staff toilets. One off the staff kitchen and the other will be the disabled toilet currently also used as a changing room for one pupil.</li> <li>• Staff are allocated a toilet to use to reduce number of people sharing facilities.</li> <li>• Anti-bacterial wipes for staff to wipe taps, around sink area, door handles etc. after use.</li> <li>• Staff toilet to be deep cleaned/ floors mopped after lunch and at end of day.</li> </ul>		
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>• This needs to be available at all times.</li> <li>• Support staff of class teacher clean/ wipe sanitiser nozzle each day to prevent it squirting out in the wrong direction and potentially landing in someone's eye.</li> </ul>		

<b>DATE OF REVIEW:</b>  February 2022	<b>COMMENTS:</b>  See page 2 about Collection/ drop off and one way sytem.
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RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.