



Ash C of E Primary School (011)

Risk Management - Safe Working procedures

Risk Area:	COVID-19
Assessment Framework:	September 2020 COVID-19: Wider School Re-opening
Work Area or Activity:	COVID-19 Full Opening RA
Competent Person:	Rebecca Bennett
Assisted by:	Catherine Whitehead
Groups Affected:	Staff, Visitors and Pupils
Notes:	THIS IS A REVIEW TO REFLECT TIER 4 and increased controls RA reviewed to include Gov COVID 19 Tier 4 restrictions upon school opening Jan 5th 2021 Review of RA based on new tier guidance Review of pre-September plans and in line of guidance issued 28.8.20
	This is a review of an assessment carried out on 09/09/2020
	This is a review of an assessment carried out on 29/12/2020
	This is a review of an assessment carried out on 03/01/2021
Assessed on:	04/01/2021
To be Reviewed on:	04/02/2021

Key Hazards

COVID-19 transmission between children and staff
 COVID-19 Transmission between staff
 COVID-19 Transmission between Staff and Visitors

PPE Required

Face visors
 Gloves
 Face masks
 All available for use for any personal care

Do

WEAR A MASK IN COMMUNAL AREAS and corridors
 Ventilation in all rooms with mechanical vents switched in in the morning and used all day. All other windows to be opened a small amount and fully during playtime and lunchtime.

Do Not

Do not enter the school office. Do not use the office phone, use staffroom or classroom phones and wipe afterwards.
 Do not come to work if you or anyone in your household has symptoms

All pupils and staff to wash hands with hot water and soap on entry, and regularly throughout the day. Sanitiser available for use after play and after moving around the site.

All communication with parents will be on the phone, online, or outside at a distance of 2 metres

School office will be closed to Parents and Carers

PPA will be taken at home

Avoid any time in a room with any adults outside of your bubble where possible Avoid the staffroom if at all possible. Consider bringing a flask for hot drinks. Staff meetings will be held online.

Walk around the outside of the building where possible. Avoid passing in corridors, make space

Weekly H and S walk to identify concerns

Inform the HT if you have symptoms or anyone in your household is showing symptoms and stay at home.

Wash your hands before using shared items (kettle, microwave)

Use the designated toilet for your bubble

Clean the staffroom surfaces after you have used them

support chn to use the appropriate toilets for the bubble

Parents and Carers to be informed immediately and child isolated in medical room should they display any symptoms. Temp check. WEar PPE if you are in a room with an unwell child waiting for collection

Do not visit other classrooms outside of your bubble

Avoid being within 2 metres of all other adults

No visitors except essential contractors and peripatetic staff.

Notes

Prepared By: Rebecca Bennett

Authorised By: _____