

**BASIC RISK ASSESSMENT FORM-** yellow= new updates for Sep 20, blue= National Lockdown Nov 20 updates, pink= Jan 21 updates  
green= completed safely and now no longer relevant March 2021= orange ( June 2021- no change)  
September 2021 January 2022



**PART A. ASSESSMENT DETAILS:**

**Area/task/activity:**

Returning to school date to be confirmed, following County Advice, after COVID 19

**Location of activity:** Scarisbrick

<b>Team/School name: Address &amp; Contact details:</b>	Pinfold Primary School L40 8HR	<b>Name of Person(s) undertaking Assessment:</b>	Claire Tjaveondja
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	Claire Tjaveondja	<b>Record of updates :</b> May 20 <sup>th</sup> 2020, 12 <sup>th</sup> June 2020, 02/09/2020, 03/09/2004, /01/2021	<b>Date of Assessment:</b> 02/09/2021
<b>Signature:</b>	(on papercopy)	<b>Planned Review Date:</b>	As soon as there are government updates/new information on safety
<b>Jan 2021 updates in pink</b>	National Lockdown updates (are highlighted in pink, point 3c and 3d)	<b>Nov 2020-Dec 2020</b>	New National Lockdown updates (are highlighted in pale blue, point 3b and 4d)
Sept 21: we will be following new gov guidance and the doc: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</a>			
<b>How communicated to staff:</b>	Via email- ask the to sign in office when next in school and before June 1 <sup>st</sup> 2020, staff meeting then email 02/09/2020	<b>Date communicated to staff and parents:</b>	May 20 <sup>th</sup> 2020, 12 <sup>th</sup> June 2020, 02/09/2020, 03/09/20, 02/09/2021

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
1) Infection: close contact when coming into school, children bringing germs with them	Children, staff, parents, carers	Infection: <b>Coming into school:</b>	Parents leave their child/children at the door. Children wash their hands for at least 20 seconds, when they come into school, children have been carefully explained about playing closely together, putting their hands in their mouth, sneezing, tissues in the bin etc. It is not possible to socially distance and staff will comfort children if they are upset, have an accident or need a plaster etc.
2) Infection: coming into close contact, touch, touching surfaces, putting fingers in mouths, toys in mouths, sneezing and coughing	Children, staff, parents, carers	Infection: <b>Whilst in school</b>	We keep the children outside where possible, only eat in one place, but one child on each table, all surfaces are wiped before and after use
3) Staff ratio/staff availability	Children, staff, parents carers	<b>infection</b>	<b>Staff are all back. OSC is running but with one member of staff and a back up in school.</b>
4) Wellbeing and mental health	Children, staff, parents carers	Trauma, anxiety, loneliness	Regular updates are posted to the website, we now post to Facebook, parents are texted and sent emails to explain updates and where to access Home Learning. Teacher regularly telephone families to check they are ok. Head engages with staff to ensure they are ok. All staff have been sent the Trauma document from Lancashire so we can prepare for when children return to school and those already at school. Vulnerable children and those with a social worker have been contacted to make sure they are safe.
			We are planning an ease back into learning (see policy) we are concentrating on children's and staffs health and wellbeing for the first term. All staff have been circulated the latest government guidance and telephone number help line for wellbeing. We have a new R, SR, and H Policy (inc. PSHE) which concentrates on Mental Health and Emotional wellbeing. (see Policy)

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
1) Infection: Deep Cleaning	We will not be open on a Monday to ensure we can deep clean the school. (June 20) We are now open on a Monday but will keep note of extra cleaning done on a daily basis. In case of a COVID case we work with LCC to clean and report to Public Health England to get advice.	Mr Bardsley, Maxim, Staff normally on rota will clean in the morning.				
2) Infection: Coming into the playground and then school and leaving school. Start and end of the school day.	We need a staggered entry when children are dropped off in a morning and when picked up after school. We will ask only one parent to come with their child and queue up. We will ask parents to wait/queue up at the vehicle gate on Pinfold Lane. The queue will be facing Southport road, going back towards Halshall. Parents will have to cross over the road when leaving. Parents coming from Southport Rd to join the queue are asked to cross over the road before the first gates and join in further down Pinfold Lane. A member of staff will stand by the gate (one side only open) and let 2 children in at a time. We will have 2m lines on the pavement outside school for lining up. Each class will have one person on the door. Miss Whiteside or Mrs Wilson will be on the first door to receive Willow class if it is raining. If it is fine they will receive them into their garden. Mrs Zaim or Mrs Lawrenson	All staff: Mrs Wilson/Miss Whiteside on Willow door; Mrs Lawrenson/Mrs Zaim on the front door. Mrs Tjaveondja: small gate, Mrs Tjaveondja, close car gates once all parents and children are in. Children will carry their own bags and put on their pegs. End of the day: Mrs Tjaveondja will be on the gate	Communicate to parents and display signs/c halk marks on the floor.	Week beginning 24 <sup>th</sup> May 2020	LCC are sending a crossing patrol person on June 2 <sup>nd</sup> and then assessing if it is necessary thereafter. Parents using the crossing patrol, please communicate to them how important it is for our children's safety.  September 2020- it was dangerous when we lined up at one side of the road so we have now sprayed feet on the pavement to indicate that parents can line up on both sides of the gate and will be let in alternately, to be fair. The distance is now 1.5m.	

	<p>will be on the main door to receive Year 6 and the KS2 Key worker children. At the end of the day, staff will be on the gate and send the children to the parents one at a time. All children will be distanced when waiting to be picked up. Either outside on the grass or in the classroom. Parents must wait 2m apart as for drop off and cross to the other side of the road once they have their children. Parents will be reminded to be courteous and thoughtful for the access for neighbours to the school.</p>				<p>Now 'all the children' No longer receiving in the garden</p>	
3) Infection: Coming into school	<p>Children will wash hands and use hand sanitiser. Children will wear their school uniform. This should be washed after every day in school.. The small wooden gate in school will be closed and each class will stay separate.</p>	<p>One adult from each class will supervise.</p>		<p>June 1st</p>	<p>After discussion we changed this point, although guidance is to wear own clothes we think it will be easier for parents to wash uniforms and will make children who have been in a more relaxed atmosphere realise we are back to school properly.</p>	
3a) Infection: Coming into school	<p>We now have 30 children in school so in effect are one bubble. We have many siblings so believe it is safe enough to mix for OSC and dinner times.</p>					
3b) Infection coming into school	<p>We are following National Guidance- children or staff with symptoms are advised to get a test and self- isolate until the test results are through. If negative and no symptoms they may return to school. If they have been advised by track and trace to self-, isolate for 7 days they will do so. If the result is positive school will contact Public Health England and follow advice- possibly closing school as we</p>	<p>Mrs Tjaveondja or Mrs Halstead will contact Public Health England and inform the chair of governors and parents if we have to close. If these members of staff are ill/isolating Miss Whiteside will call PHE/CG and inform parents if on a Mon, Tues or Weds and Mrs</p>		<p>Dec 2<sup>nd</sup> 2020</p>		

	are all one bubble.	Zaim will call PHE/CG and inform parents if on a Thurs or Friday.				
3c) Infection-contamination from serving food	Both welfare assistants will wear masks, gloves and aprons when serving food to the children at dinner times.	Mrs Blacklin, Miss Moss		Jan 4 <sup>th</sup> 21	Sep 21- we are reducing some measures in school and staff will no longer wear masks when serving food. Children will be sitting facing each other, as the room is becoming crowded. Children will be able to access their own utensils (after washing hands)	
3d) Infection: Travelling in car with children to the woods	If staff are transporting children to the woods in a car they must wear a mask and have the window part down.	Mrs H, Mrs Tj		Feb 11 <sup>th</sup> 21	See separate risk assessment for car users 2021	
3e) Infection: baking and cooking	Now that all children are back we want to engage in baking and cooking activities. We need to do this as safely as possible. We have discussed the safest way and as long as the staff in charge stick to sensible procedures: washing hands before preparing, wearing an apron, the mixer wears a mask, baking the mixture at a high temperature, dishing out individual portions, not engaging in decorating cakes or biscuits or anything that will mean children are breathing on each others wares. If in doubt please carry out an individual Risk Assessment to see if the activity is safe. We have a washing machine so aprons must be washed after every baking session and all utensils washed carefully.	All staff.		05/03/2021	Blank risk assessments will be circulated via email to all staff, please email completed ones to your line manager for checking prior to engaging in cooking or baking: either Claire for school or Sarah for ASC	
4) Coming into school: workmen, postmen etc	I will inform them of school opening and closing times and ask them to avoid coming to school 30 minutes either way to ensure safe distancing	Mrs Tjaveondja- all staff to be responsible to remind them		Week beginning 24 <sup>th</sup> May 2020	The work has finished on the roof. September 2020	
4a) Music and PE staff	Staff will be asked to sanitise on entry. WLSP have a clear RA and method to keep safe. Staff are all aware of this (see attached document) Music teacher will have been sent this					

<p>4b) SEND inclusion teachers in school</p>	<p><b>RA to read.</b> Guidance from SEND department (we will adhere to)</p>	<p><b>COVID Secure Checklist</b> To keep specialist teachers and your school community safe please can schools ensure they have the following COVID secure measures ready to allow a school visit to take place.</p> <p><b>Ahead of Visit</b></p> <ul style="list-style-type: none"> <li>• <b>Please send your school risk assessment</b> to the specialist teacher to enable them to comply with your school and LCC risk reduction measures – I cannot attend any on site school visits until I have received your schools risk assessment and forwarded it onto my line manager.</li> <li>• If possible please <b>contact Specialist Teacher directly if the student is unwell</b> and the visit will be rearranged</li> <li>• Please <b>provide any background information to work being undertaken via video conference call to minimise the face to face contact</b> with only essential personnel</li> <li>• Please ensure there is <b>hand sanitiser in the room</b> for any child the specialist teacher is working with</li> </ul> <p><b>During Visit</b></p> <ul style="list-style-type: none"> <li>• Specialist Teachers require <b>available working space</b> to maintain social distancing (2m from adults and as much as possible from CYP) in a space with good airflow – staff to position selves close to windows/doors that are <b>open for airflow</b>. CYP to come to staff in work space rather than staff collecting CYP from classrooms</li> <li>• The working space will need <b>two tables side by side</b>. Specialist Teachers will need to work side by side of CYP rather than face to face – maintaining as much social distancing (2m) as possible. Where it is not possible to maintain social distancing of 2ms specialist teachers will wear PPE (masks). Teachers will accommodate specific schools PPE requirements.</li> <li>• Visits should be for minimum duration possible to achieve the aims identified.</li> <li>• Teachers of the deaf and visually impaired have clear guidance on how to check specific aids such as hearing aids and radio aids. These teachers can provide you with the necessary RA.</li> <li>• If specialist teacher is working with more than one CYP during a visit, please ensure the room can be cleaned between visits and consider maintaining 'bubble integrity'.</li> </ul>
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4c) Governors, Advisors etc (see also point 17 and 18 for updates Sep 20)	We are still trying to reduce the number of visitors to school. However as we are letting peripatetic teachers on site we are also allowing essential visits from for example our school advisor, MIT team and Chair of Governors. We will reassess as time progresses.					
4d) Visitors to the school in the Nov-Dec 2020 Lockdown	We are now only admitting visitors who are essential to progressing our children's learning and only if the individual is happy to enter school. The rest will be virtual.					
4e) Parents and visitors	We are intending to filter parents volunteers into school asap- but gradually. We are waiting until the last week before half term and then engaging in training for parents to come in and volunteer as Readers, with the intention of parent and carer volunteers coming in and reading with children outside or in the covered area. We are hoping to welcome visitors such as the vicar and the Imam after half term.			Sep 21, meeting Weds 20 <sup>th</sup> Oct 2021		
5) Infection: Hand sanitiser and antibacterial spray/wipes	Once delivered the wall mounted hand sanitiser needs fixing to the wall. One by Willow door, one by the main entrance. Staff will keep extra sanitiser on them where needed and a spray and wipes will be kept safely at easy access to ensure on the spot cleaning.	Mr Bardsley		Week beginning 24 <sup>th</sup> May 2020	We have ordered two wall mounted hand sanitisers, (70% alcohol) to avoid young children ingesting from loose bottles- done	

6) Infection: bins	Guidance is to have bins with lids for children however we believe this will mean children and staff are more likely to have to keep touching lids so we have a bag inside our bin in the toilet or classroom and this will be tied up and put in the outside bin for 72 hours, before dinner and at the end of the day.			Ongoing		
	We need to close many of the resources in Willow class. We will only allow children to use toys that are easily wipe able. Again we plan to keep children outside as much as possible. The climbing wall will have the hand and foot holds regularly disinfected with spray. Books will be reduced in number and those used will be wiped down and left to dry after use.			Week beginning 24 <sup>th</sup> May 2020	We will be working with children on activities suitable to their needs. <b>'No school will be penalised if they are unable to offer a broad and balanced curriculum to their pupils during this period' (Gov guidance)</b>	
	September 2020: In order to ensure curriculum coverage and learning can begin properly we will introduce resources and book bags. Cleaning will only happen at the end of the day/before school and children will sanitise hands before and after use.					
8)Infection: equipment, <b>'cleaning, including supplies of cleaning and handwashing products' (gov guidance)'and PPE' Asthma and ingestion: usage and storage</b>	We need disinfectant spray, wipes , hand sanitiser. Masks, gloves, aprons. These have been ordered Door knobs, light switches etc. will be sprayed/wiped regularly, beginning of the day, before dinner and at the end of the day.  All cleaning substances will be placed on to our COSHH register and stored in a safe manner,, locked away from children, except for the soap and wall hand sanitiser that they need to use regularly. Disinfectant will not be	Mrs Halstead  All staff and Mr Bardsley		Due June 1 <sup>st</sup> , we now have PPE 12 <sup>th</sup> June 2020	*If these do not arrive we will have to delay opening.  There will be a separate cleaning schedule for each classroom and office area, displayed and ticked off when cleaned, with initials.  <b>Govt guidance</b> if a	



	<p>sprayed liberally near asthmatics.</p> <p>Class teachers will organise a timetable for each day as to which staff will be in/out/cleaning. Mr Bardsley will have a separate list for cleaning. EYFS staff have always been responsible for the upkeep of resources. Staff with vulnerable family will not be on rota for cleaning. Cloths will only be used if they can be boiled/washed daily. If not they will be thrown away and where this is not possible staff will use the thin blue paper and put it in the bin. Staff will monitor when resources are running low and will tell bursar and write a sticky note on her desk so we can re-order in time.</p>	Mr Bardsley, to clean cloths.			child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	
September 2020- in order for staff to concentrate on teaching the cleaning will be stepped down and the extra cleaning will be carried out after dinner by dinnertime staff.						
9) Infection: Telephones/ photocopier/ laptops/computer Mrs Halstead's hatch	<p>These need to be wiped after use.</p> <p>We will put a crate by the gate for post etc. Please do not attempt to hand Mrs Halstead anything through the hatch.</p>	Mrs Halstead, Mrs Tjaveondja, whoever uses them		ongoing		
9a)	No singing (sad face) in assembly if whole school-Sep 20					
9b) Signing in area	Hatch will have a perspex visor. Staff will sign in with own pen. Late children will be signed in by office staff. Pen and book cleaned after use.					
10) Infection:	We will have windows open. Fans will				We are awaiting a	

ventilation	not be used.				CO2 monitor Sep 21	
11) Infection: water fountain	This will not be in use. Children must bring in a refillable named bottle. Children can refill bottles. Taps will be wiped after use,				It has been removed.	
12) Infection: bags and toys, PE kits etc.	Parents are asked to make sure they do not send in any extra baggage, book bags etc. that may hold contamination.				Sep 20: children and staff will be coming in in PE clothing each day because of PE and yoga and FS and reduce the bags etc brought into school.	
12b) Infection: Staff room bags and coats	It may be best if staff keep their bags and coats in their respective rooms, where possible, however mobile phones must be put in the locked cupboard. Please wipe the door and key pad before and after use.					
12c) Infection: waterproofs and high viz jackets for Forest School etc.	Children will have their own labelled set. We have a washing machine now to ensure they are regularly kept clean.					
13) Infection: Close contact FIRST AID/Toileting Accidents/ Vomiting/close contact medical procedures/sun cream	Staff will wear material masks and gloves and aprons when administering first aid/changing children. When taking the temperature of children with suspected COVID staff will wear hard plastic protective eyewear and hard masks. Hard plastic eyewear must be disinfected after use. Masks, gloves and aprons will be disposed of after use: put in a bag and put outside straight in the bin and left for 72 hours. Caretaker will then put into outside bin, to keep bin workers safe. Staff will not be allowed to apply sun cream. Children must bring a named	All staff		June 1st		

	sun cream bottle in the hot weather and be able to open the bottle and apply it themselves. Teachers/staff will keep the bottles in a plastic crate. Children will get these out for themselves.					
13b) bumped head notes	Parents will be told verbally at the gate and Mrs T/staff will sign on the clipboard that they have been told.				done	
14) Infection: Social Distancing	<p>All children will be regularly made aware, reminded of the importance of not touching each other. We will not expect young children to keep apart from each other during play. Staff will do their best to remain distant however if children need a hug, their hand holding etc., staff will comply where essential do so, i.e. For the needs of the child.</p> <p>We are a small school. At the moment numbers are small enough that we can have some of Willow outside, some of Willow inside and Oak class we can have one child to a table. Oak will remain on their side of the tiny gate. Willow will remain on their side of the tiny gate. Children will temporarily not be register monitors. They will not be able to enter the office or use the photocopier. Staff room: staff are advised to consider the number of staff in the staff room and practise social distancing, for example use both doors to access. Staff will clean any surfaces or utensils used after eating/drinking. Cups and spoons need to be rinsed in boiling water.</p>			Ongoing Timetables ready WB: May 24th	<p>This has been worked out on the current number of parents who have said they will be sending their children in.</p> <p>Government guidance: <b><i>'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff'</i></b></p>	

	Boiling water must be put into a container.					
Infection: social distancing: staff room:	We must consider the number of staff in the staff room at any one time. Staff are able to have their dinner in the classrooms or at their desk. All pots, spoons, cups must be washed immediately after use.					
15) Infection: Social Distancing: Dinners and food and drink in school	<p>We will stagger the dinners and Willow will have their dinner first then go outside, Oak will have their dinner second and go outside first. We can not keep dinners hot for this length of time so all dinners will be packed lunches. Parents will bring their children packed lunches. Those wanting school dinners will need to bring their own for the first week commencing June 1<sup>st</sup> as our dinner provider is not opening until the following week. Mrs Halstead will continue to issue vouchers until then. Children who are not attending school and should receive free school dinners will still receive vouchers.</p> <p>When sending a packed lunch in parents/carers must think about the ease of opening containers, yoghurts etc. The child must be able to open them themselves, to avoid adults cross contaminating. Although we love to share and celebrate birthdays until the all clear please do not send food in for children to share in school. Staff will not be baking/cooking until the all clear.</p>	Mrs Halstead-vouchers. Dinners will be covered by Mrs Blacklin and the staff looking after each class.		We hope to provide sandwiches from WC June 8 <sup>th</sup> , for all FSM children inc then some vouchers will stop. To be confirmed.	<p>Our dinners come from Mr Nolan at St Mary's school, who are not going back until June 8<sup>th</sup> 2020. LCC have a separate risk assessment for their food preparation to ensure all risks are minimalised.</p> <p><b>Govt guidance - Meals for children returning to school</b></p> <p>When reception and year one children return to school they should have the option of a free meal under the universal infant free school meals policy. Meals should be available for all pupils in school as a priority, and these should also be free of charge for pupils that qualify for benefits-related free</p>	

					school meals.  Sep 20: cold meals for now	
16) Infection: Social Distancing: Playtimes and toilets	Each class will play in their own playgrounds. Staff will ensure children wash hands before going out and when they come in. Juniors will line up at 2m intervals. Willow will primarily be outside all the time. Only one person will be allowed in toilet at a time (Oak) one adult will then go and wipe down and ensure hands have been washed. (Willow) more children may go in with one adult who will clean down and check hands are washed.	Staff allocated to each class will supervise			Staff will no longer clean toilets in between. They will check/remind children regularly to clean hands after going. Sep 20	
17) Infection: Social Distancing: other adults coming into school	When PE coaches or the music teacher (To be confirmed) enter school, they will have read the risk assessment, they will wash their hands and follow safe practice. PE will be outside wherever possible. Workmen: they will have read our own risk assessment and bring their own to school. Supply teachers: there is a spray and blue papers in each room and supply staff are asked to clean whatever they have touched before they leave for the day or end of session (if a morning/afternoon session).	West Lancs Sports Partnership, Lancashire Music, various workmen from Beacon			We are having a new flat roof fitted possibly from May 24 <sup>th</sup> 2020, workmen are on site and all scaffolding etc. is secure 12/06/20 done	
17a)Volunteers in school and on trips	We ask that all volunteers test before coming into school, follow point 30 if they test positive or have a family member or close contact with COVID					

	And when in school follow the prevention strategies as laid out by the government and in this Risk Assessment					
18) Infection: Social distancing: Governing bodies and staff meetings- <b>see number 4c for September 20 updates</b>	We will use Zoom to have meetings once everyone has signed up.	Mrs Tjaveondja- invite staff and governors		From wk: May 24th	12/06/20- First Zoom t go through RA with staff- this will continue Sep 20	
19) Infection: swimming	There will be no swimming lessons until the government says pools can be opened.			Not known	Waiting for WLSP to get back to us Sept 20	
20) Staff ratio/staff availability	We will ensure the EYFS will always have a teacher and one other qualified Level 3 staff member and a paediatric First Aider. Willow will have Miss Whiteside, Mrs Wilson and Miss Mercer. Oak will have Mrs Lawrenson, Mrs Zaim and Miss Moss to assist when Mrs Zaim is not in. Each class will not be able to go over 15 children, if this happens we will prioritise. This will start with vulnerable children and Key worker children.	All staff are trained in Paediatric First Aid			<b>(Government Guidance): Normally one teacher should be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher.</b> Teaching Staff will have PPA time allocated, where needed.	
21) Mental Health- Post COVID trauma	All staff have read the document, 'Post COVID 19 Trauma Informed Guidance for Schools and are aware that we need to vigilant with children and adults wellbeing and mental health and <b>'identify any child who made need additional support so they are ready to learn'</b> (government guidance)		May 2020		We have a planned R, RE, Health Policy and curriculum concentrating on strategies for keeping safe, coping etc. Sep 2020	
22) Wellbeing and	The Head and governors are very	Mrs Tjaveondja	Ongoin		<b>If their anxieties are</b>	

<p>mental health: anxiety</p>	<p>concerned with the wellbeing of staff, children and parents. The head and chair is available for discussions if any of the decisions in the action plan are worrying to them and we will do our best to resolve the issue. If parents need to speak to staff please make appointments to speak over the telephone to reduce contact.</p>	<p>Nicola Jackson</p>	<p>g</p>		<p><b>so severe then they may agree unpaid leave for a member of staff. (County guidance)</b></p>	
<p>23) Wellbeing and mental health: vulnerable children/staff and clinically extremely vulnerable and clinically vulnerable children and adults</p>	<p>We have had discussions with staff and parents about any member of their family that may be at risk and have consulted HR and they have consulted doctors to make sure we are using the safest practice before staff are working at school or children being sent in. Regular contact is made and will continue to be made with vulnerable families and those who are isolated or working from home.</p>		<p>Ongoing</p>			
<p>24) Infection: Attendance and attendance with symptoms</p>	<p>No one should attend school if they have symptoms or if a member of their household has symptoms. Parents and carers need to work closely with the head if they have difficulties. School is liaising with social workers when a child has a social worker allocated regarding attendance.  All parents/carers who are sending their children in will be asked to sign a consent form before they leave their child at school.</p>		<p>Ongoing</p>		<p>We strongly encourage children and young people in the eligible year groups and priority groups (such as children of critical workers) to attend, as requested by their school or college, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions).  You should notify your child's school or college as normal if your child is unable to attend so that staff are aware and can</p>	

					discuss with you. <b>No one will be penalized for non-attendance at this time. (Government guidance)</b>	
25) Infection: Children or staff who begin to display symptoms	<p>If a child or member of staff displays symptoms staff will inform Mrs Tjaveondja. She wear PPE. Bursar will call parents to pick up child. Mrs Tjaveondja will stay with the child. She will open windows in the room and close the door. Any soiled tissues, buckets, fluids are involved they will be cleaned or they will be double bagged and put in a bin outside our front door (Southport) and left for 72 hours before putting in the regular waste bin (to keep bin men safe). PPE will be disposed of in the bin, eye goggles will be cleaned and placed outside for 72 hours. We will use a forehead thermometer to take temperature.</p> <p>If the symptoms are a high temperature we will remove excess clothing of the child and let them sit calmly, take the temperature. We will take it again after 5 minutes of cooling down, before contacting parents. Thermometers will be wiped after use. Children will wait on a chair in the hall, or outside the staff room if the hall in use for dinner. The chair will be cleaned immediately after the child goes home. All parents will be informed that they need to pick up</p>	<p>All staff</p> <p>Mr Bardsley and Maxim Cleaning company.</p>	June 1st		<p>1) Continuous cough 2) Temperature 3) No sense of taste 4) No sense of smell</p> <p>Human normal temperature: 36-37.5 degrees Anything over 37.5 is high.</p> <p>If a deep clean is necessary, Mrs Tjaveondja will contact LCC Contracts Manager, Andrew Murphy, he will organise a deep clean.</p>	



	their children as soon as they are able. Staff will advise parents/staff members to get a test as soon as possible and inform school of the results. School will be shut for two weeks unless the test comes back negative. The parents will be asked to have their child tested. The school will be deep cleaned before re-opening.					
26) Infection: After school club	OOSC will not be running to ensure we do not mix the classes and staff are not exposed to more bodies of children.		Until further notice		Sep 20; We are opening up again	
27) Infection: Assemblies	There will not be assemblies but children will sing in their own classrooms. There will be no leavers assembly but we may be able to do something virtually.		Until further notice		We will be having separate assemblies and a joint one on a Friday.	
28) Infection: Track and trace	At the moment we are awaiting it to become available and then we will engage with it.				<b>County guidance: When available engage in the national 'test and trace' programme.</b> *This may delay opening	We should have 10 test kits in school Asap: Sept 20
29) Fire evacuation and lockdown	We will have a Fire and Lockdown practise in the first week. I envisage that during a Lockdown Willow must lock their door and the office staff lock the front and check the staff room door and we will stay in our own rooms. Only Mrs T will go from room to room and check all ok, 2m away from all.				Once the practises have taken place and evaluated this will be updated. <b>Gov advice: In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so.</b>	We will have one of each this term once all children are back/one for OSC. Sep 20
30) January 2022-	New guidance for testing and self-				<b>Gov guidance:</b> <a href="https://www.gov.uk/go">https://www.gov.uk/go</a>	

<p>new guidance for when to stay at home and when to isolate</p>	<p>isolation if a family member, someone you live with or a close contact has COVID- please see the government link to the right for the most up to date guidance and links.</p>				<p>vernment/publications /covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#samehousehold</p>	
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I have read the risk assessment and I agree that we have covered, to the best of our ability, gathering thoughts and opinions of staff, using the most up to date guidance from the Government and County as reference, all the hazards and put into place stringent and robust procedures to ensure we stay safe both physically and mentally. I agree to follow these procedures when I am working at Pinfold Primary School.

Staff name:	Date:	Signature:	Staff name:	Date:	Signature: