Thorpepark Academy

VENN

Risk Assessment for COVID-19 – Outbreak Management Plan

Completed by:	Caroline Knight & Britta Dickinson-Fry	**Date:**	**Monday 8th November 2021**	**Approved by:**	Chair of Governors
Version:	6	**Review date:**	Monday 22nd November 2021	**Applicable to:**	All adults & children

This list is not exhaustive and should be personalised to each school setting

Hazard / Risk (without controls)	Who is at Risk?	Risk Low / Medium / High *see risk matrix table*	Control Measures	Residual Risk Score Low / Medium / High
Spread of infection	Adults Children	High	**Children displaying COVID symptoms** **A parent/carer must inform the school if their child or a member of their household has had any symptoms. If they have, they will not be able to come to school.** • Radio the office/SMT (channel 11) to alert a child needs the "isolation room". The first isolation room is the boardroom. The second isolation room is the meeting room. • Office staff check room is unoccupied before the child is brought down. • A window will be opened to ventilate the room. • Escort the child to a specific "isolation room" – ensure not to distress child. • The isolation room will be the boardroom in the main office building. The staff member needs to escort the child to the room via main office (outside) entrance. • PPE (gloves, apron and face mask) will be readily available in this room (or in the classroom prior to being taken to the isolation room) if the supporting adult needs to remain with the child to support his/her wellbeing • The child's parents/carers will be contacted to collect the child	Medium

		High	• The child will remain in the room until parents/carers arrive • If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else. This toilet will be the visitor staff toilet only and then 'locked down' to allow for deep clean and to prevent staff from using it. • The child will be escorted to and supported in the "isolation room" by a support member of staff and taken home by the parent/carer • Parents will be instructed to book a test for the child and inform the school when results are received. The school will have some test kits for children that are unable to attend a testing station, which can be given. • The adult who has supported the child can remain in school unless he/she starts to display symptoms. 2m social distancing will have always remained and PPE equipment including a mask will always be used . The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) • The isolation room will be cleaned using the fogger machine, before it is reused by other pupils, staff members or visitors • If the child tests positive for coronavirus, other children, parents and staff in that year group will be informed that the school has had a positive case and that Track and Trace may contact them in the next few days if their child is identified as a close contact. Parent/carers will be encouraged to book a PCR test and not send their child to school if they develop any covid symptoms. Parent/ carers will be asked to follow the following guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) **Adults displaying COVID symptoms** • Will go home straight away • Follow the isolation guidance and will take a test • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)	Medium Medium

		Medium	**Tests through work** The employee test needs to be book via Britta, Caroline or Zoe within 3 days of symptoms arising. Your details are then passed to Central Venn to book a test. If you do not wish to have a test you need to speak with Britta, Caroline or Zoe. **Tests** You do not have to use the employer testing route, you can self-refer. Either method needs to be reported to Britta, Caroline or Zoe. Where the child, young person or staff member tests positive, the school will inform all children, parents and staff that the school has a positive covid case and for all children and staff that could have had close contact to be individual to be encouraged to book a PCR test. Staff that are identified as a close contact and have not received both vaccinations will be asked to self-isolate. SBM will report to the DFE via daily attendance records. **Weekly Lateral Flow Testing** All employees are encouraged to test twice a week using lateral flow tests. This is on a Monday and a Thursday. These are provided by the school and results reported to the SBM and it is the responsibility of the employer to reports results using the NHS app. If a member of staff has a positive lateral flow they will be asked to self-isolate and book a PCR test as soon as possible. If the test is positive they will be instructed to self-isolate for 10 days and if negative they will be able to return back to work. **Lateral Flow testing** Staff and children are encouraged to take a lateral flow test if they feel unwell before coming into school that day.	Medium Low/Medium
Spread of infection	Adults Children including visitors	High	**General Hygiene** General hygiene • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website • Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be • Posters to be displayed throughout school to support the education of staff, visitors, and children	Medium

			• Spray bottle diluted with multi-purpose liquid disinfectant cleaning products are available in each classroom for staff to use along with blue paper towels and gloves for the toilet seat. This product is suitable for schools and hospitals. Cleaning is wiping down of tabletops, chair and equipment used for that lesson. Were rooms are accessed by children, the products will be stored in out of pupils' reach. • Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of the virus • Handwashing facilities will be available for all pupils, staff and visitors	
		High	Staff areas/staff toilets • All staff toilet doors in the main office block are now fobbed. You must ensure these doors are closed behind you. Visitors can only use the visitors/disabled toilets door (not fobbed). If staff wish to use this toilet it is completely up to you but you need to be mindful that members of the public will be using this toilet also. • Spray bottle diluted with multipurpose liquid disinfectant cleaning products are available in each toilet for staff to use along with blue paper towels and gloves for the toilet seat. This product is suitable for schools and hospitals. • Staff must inform the office if stock runs low, Channel 11 • Hand washing at the sink with soap and water and around the school with foam wash is paramount to reduce the spread of germs and infection • Staff cannot queue in the corridor or reception for the toilet. If these areas are full staff must go and wait outside or return to their bubble and come back. • Staff to follow social distancing always and be aware that only one person can be in reception at one time.	Medium
		Medium	Visitors • Spray bottle diluted with multipurpose liquid disinfectant cleaning products are available in the visitor toilet to use along with blue paper towels and gloves for the toilet seat. This product is suitable for schools and hospitals. • Visitors must inform the office if stock runs low • Hand washing at the sink with soap and water and around the school with foam wash is paramount to reduce the spread of germs and infection	Low

		High	• Visitors cannot queue in the corridor or reception for the toilet. If these areas are full, visitors must go and wait outside the office door or come back later. • Visitors are only permitted to use the visitor/disabled toilets. All other toilets around the school must not be used at any time. • Visitors must follow social distancing always and be aware that only one person can be in reception at one time. • Face coverings must worn on the school premises. • Face coverings must be worn in the school office or visitors will be asked to leave • Face coverings when removed need to be disposed of or if reusable stored in a plastic sealable bag. • Meeting rooms have plastic screens in between the meeting room desks for face to face meetings. All seating areas have been changed to PVC covered seating. Mobile plastic screens can be used in between chairs/bubbles during meetings. **Handwashing and Cleanliness Guidance** https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • All staff, children and visitors must wash their hands when arriving in school, before/after eating, after sneezing/coughing and frequently throughout the day and before they leave with soap and water for 20 seconds and dry them thoroughly • Encourage children not to touch their mouth, eyes and nose • Staff and visitors must try and not touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze and use a lidded bin for tissue waste then wash hands with soap and water for 20 seconds and dry them thoroughly • Teachers to wipe their desk and chair surfaces • Staff to ensure the desks and chairs and surfaces used within their classroom are wiped down before, during and after use • Staff to put up posters to encourage good hygiene practices and explain to the children the importance of such	Medium

		High	• Staff should support and supervise pupils hand washing. Staff will need to explicitly teach pupils health and hygiene arrangements such as proper hand washing, tissue disposal and toilet flushing • Put in place safe routines for toilet use to avoid overcrowding have each group of pupils use different toilets • Soap is provided near each sink unit along with paper towels. • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website • Wipes/hand sanitiser available in every room to be used upon entry/exit and regularly throughout the day • Teachers will plan for children to wash their hands at the following key times: (1) entry to the building, (2) after AM playtime, (3) before lunch time, (4) after lunch time (if necessary) • Increase the availability of hand washing and sanitising facilities throughout school, including reception. Display signs and reception staff to request that visitors use this with the foam soap dispensers available • All toilets are out of bounds for visitors and parents. • All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly • Reinforce good hygiene with the children through lessons and information to parents • Assess how site maintenance will be carried out while maintaining social distancing and consider minimising risk by limiting maintenance to regulatory requirements and emergencies. • Staff to let site staff know if hand washing/drying products are running low **Limiting interactions between adults/children and between groups** **Social Distancing - general** • 2m guidance to be applied throughout the school setting i.e. with visitors, colleagues. • Reintroduce bubbles - Year groups will no longer mix with other year groups. Dinner times and playtimes will be in year group bubbles only. Assemblies will move to virtual and pupils at breakfast club will be grouped in year groups or family groups.	Medium

			• Staff can cross into another bubble but you must ensure a 2m distance if out of your bubble. • Face covering must be worn by staff if crossing over to another bubble. • Children, parents and visitors can wear face coverings on the playground area, when dropping off or collecting children. • Only necessary visitors will be allowed into school. This would include, but is not exhaustive, social workers, police, VENN central staff • Where possible virtual methods will be used to communicate. • Staff in school will adhere to social distancing. **Keeping occupied spaces well ventilated** • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. • If necessary, external opening doors may also be used (if they are not fire doors and are safe to do so) • Higher level windows should be open in preference to lower windows that could cause draughts. • Flexibility is given for children and staff to wear additional suitable clothing • Rearrange furniture where possible to avoid direct draughts • CO2 monitors used around the school to check air quality Year group specific controls: Nursery children • Nursery must remain within their own outdoor play area • Children encouraged to line up on the yellow markers outside their classroom/area door, 2m apart • PPE equipment, including facemasks are to be used for intimate care. It is your responsibility to inform the office when your stock is getting low • Property must go home with the children – there is to be no lost property kept at school • Staff to let site staff know if hand washing/drying products are running low	

			Staff within this Nursery bubble • Must use the staffroom identified • Must always remain with staff in your bubble throughout the day. However if you have to enter another bubble you need to have 2m distance between adults and wear a face covering • Must adhere to the social distancing measures in place • Use staff toilets via the main office entrance, please see guidance under the general hygiene section on page 4 • Staff to let site staff know if hand washing/drying products are running low <u>Reception children</u> • Reception children must remain within their own outdoor play area • Children encouraged to line up on the yellow markers outside their classroom/area door, 2m apart • Procedures to drop off and collection to be displayed. • Property must go home with the children – there is to be no lost property kept at school • Staff to let site staff know if hand washing/drying products are running low Staff within this Reception bubble • Wear a face covering outside your own bubble • Must always remain with staff in your bubble only • Must adhere to the social distancing measures in place • Little Jumping Beans, Jumping Beans and Reception staff to use the staff toilet located in Little Jumping Beans or the new toilet within EYFS. Site staff to use their own toilet. The remainder of staff to use the main staff toilet area via the main office entrance, please see guidance under the general hygiene section on page 4 for all toilet cleaning. The information for cleaning products is available for staff and has been emailed. If staff require an alternative due to sensitive skin/allergies this will be purchased. Please note staff toilet doors within the main office area are now fobbed and the doors always need to remain closed. The visitor/disabled door will not be fobbed as members of the public can have access to this.	

			Key Stage 1 children • Supported in the KS1 classroom and an additional room. • Will have access to the KS1 playground • Children will be encouraged to line up on the yellow markers outside their classroom/area door, 2m apart • All play and PE equipment will only be shared within their own year group. This is stored in individual year group boxes • Lunchtime will be served within KS1 hall. • Property must go home with the children – there is to be no lost property kept at school Staff within this Key Stage 1 bubble • Should you need to move within another bubble you must stay 2m distance from all other adults • Must adhere to the social distancing measures in place • Use staff toilets via the main office entrance, please see guidance under the general hygiene section on page 4 • Staff will wear a face covering outside their own bubble • Staff to let site staff know if hand washing/drying products are running low Key Stage 2 children • Supported in the KS2 classrooms/corridor • Pupils will have access to the KS2 playground on rota • Children encouraged to line up on the yellow markers outside their classroom/area door, 2m apart • Property must go home with the children – there is to be no lost property kept at school Staff within this Key Stage 2 bubble • Should you need to move within another bubble you must stay 2m distance from all other adults • Must adhere to the social distancing measures in place • Use staff toilets via the main office entrance, please see guidance under the general hygiene section on page 4	

			• Staff will wear a face covering outside their own bubble • Staff to let site staff know if hand washing/drying products are running low <u>Timetable/Structures playtimes</u> • Outdoor learning will take place as much as possible • Year groups have their own designated play equipment • Social emotional and mental Health (SEMH) will play an important role in the curriculum • Children may be grouped for learning purposes but will always be in the same year group and with consistent adults. • Year groups will not mix with another bubble.	
Spread of infection	Adults Children	High	**<u>Indoor Spaces *(classrooms, offices, staff rooms, corridors, halls, canteens, reception, toilets)*</u>** • All children to be briefed and reminded throughout the day on expectations regarding all control measures • All changes to be shared with staff by SMT during daily/weekly email updates. Staff will also have virtual meetings. • Staggered break/lunch times to maintain social distancing and maintain wiping down • Clear signs indicating the number of people allowed entry to each room at any one time • No passing on the stairs and maintain social distancing in single file on the way up or down. Pupils and staff must use the corridor direction signs and passing areas, clearly marked on the floor if waiting to go up/down the stairs. • One person to use the lift at one time and to use the wipes before and after using the buttons • Reduce/space out the furniture to reduce congregation and maintain social distancing when working • Tables and chairs in each room should not be moved • 2m guidance markings on floors/walls • Where a safe 2m distance is not achievable in the corridor areas, a wait zone will be marked on the floor to ensure that only one person passes and social distancing is maintained	Medium

			• PE lessons to remain in year groups with their own equipment, this will not be shared with any other year group. Children can get changed in classes depending on the lesson. • Children to use their own equipment only (individual pencil cases) and older children or staff will wipe thoroughly before/after each session • Dedicated access zones to staff/children to limit movement throughout the school • Increase in general cleaning services throughout the week. We can call on our cleaning team during the day. • Timetable in place for every room to be fogged at least twice a week. Only disinfect already used in school will be used for the fogger machine. • 'Deep clean' of the school prior to reopening the wider school or after a bubble has needed to self-isolate due to a known covid case. • The clear desk policy will be strictly adhered to, to enable staff to wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day • Doors will be propped open where possible • All staff to be responsible for the wiping of specified areas in their classroom • Where possible virtual methods will be used to communicate and MS Teams to be used for all meetings. Walkie talkies are in use at all times • All visitors will wait in a designated meeting room if possible • One toilet is available for visitors or parents. Staff toilets are fobbed and staff must make sure the door is closed so no visitors use when on school site. • Reading books will be sent home, but when returned will need to be placed in box and left for at least 48 hours. • Implementing a one-way circulation around the school, where possible, or placing markers across along corridors • Posters to be displayed throughout school to support the education of staff, visitors and children • Cleaning products will be available in classrooms and shared areas i.e. photocopying room for staff to regularly wipe areas • Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of germs	

			• Only necessary visitors will be allowed into school. This would include, but is not exhaustive to; social workers, police, VENN central staff • Staff are expected to remind colleagues or pupils if they forget about the rules • Review of the current risk assessments individual pupils may have • Risk assessments of other pupils: • Pupils who have not previously been risk assessed but in the new circumstances may pose a risk; • Pupils who need specific care, which cannot be delivered whilst ensuring social distancing; or • Make provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk • Property must go home with the children – there is to be no lost property kept at school. <u>General Cleaning – school cleaning team</u> • Increase in general cleaning services throughout the week with our team of cleaners • 'Deep clean' of the school prior to reopening • Some areas in school will be 'closed' and not used by anyone in school – signage will indicate this • The clear desk policy will be strictly adhered to, to enable staff and wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day. • Timetable in place for every room to be fogged at least twice a week. Only disinfect already used in school will be used for the fogger machine. <u>Cleaning (school cleaning team)</u> • Shared areas will be cleaned after use i.e. staffroom, teaching areas • Doors will be propped open where possible • Resources will not be shared where possible. If they are shared, they must be cleaned after each use and before other children use them • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated bubble. Staff will wipe down	

			surfaces and equipment throughout the day. Cleaning products will be available in all rooms, in locked cupboards/kept out of the way of children • Support staff not specifically allocated to a class will routinely wipe areas they are working in. • Cleaning team cleaning to be monitored by senior cleaners and site staff	
		High	**Lunchtimes** • Wash hands with soap and water for 20 seconds then dry thoroughly before entering the dining hall, before/after eating, after sneezing/coughing • One way only route around the dining hall or KS2 hall • All furniture not to be moved • Limit the number of children/staff accessing the dining hall/ KS2 hall at one time. One year group at a time, wiping down in between. • All food to be eaten in specified areas led by staff • Staggered lunch times • Stagger break times/lunch breaks for different year groups organised by SLT. • Cleaning rota followed • Lunchtime staff and Cleaning staff responsible for the cleaning the dining hall/ KS2 hall area after each shift.	Medium
		High	**Photocopying / Stationery / Admin Areas** • Copier to be sprayed and wiped in-between use. Staff to use 'hold print' when sending copying and only pick up their own copying • Staff to anti-bac hands before and after use. • Box of basic stationery supplies to be kept in the staffroom. • The clear desk policy will be strictly adhered to, to enable staff to wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day • Perspex screen to be created in between each admin persons desk to allow face to face working. • Perspex screen to be created at the main reception • Signs on the doors saying how many staff are allowed in at any one time • Any communal intercom will need cleaning fluid near it/anti-bacterial wipes.	Medium

		High/Medium	**First Aid / Medication** • First aid kit will be available in every classroom area. Pupils to be treated in the classroom or corridor where appropriate • Medication is to be stored appropriately, a form with the medicine details signed for by the parents. Support staff administer medicine • PPE equipment is available for staff when administrating medicines and first aid as social distancing cannot be in place (this is optional and depends on the individual) such as gloves. Masks do not need to be worn for first aid but can be provided at the employee's request. The employee would keep this mask for their session, at least. If insulin injections are administered then aprons, gloves and a mask (for the full session) would be required.	Medium/Low
		High	**Break Times /Outdoor areas** • Break times staggered so only one year group on the playground at one time. Designated zones marked out for children with 2m markings on floors/walls to maintain social distancing • Wipe furniture thoroughly before/after each rotation • Allocated outdoor learning time to maintain social distancing • Follow corridor guidelines when moving around the building for breaks • Sports equipment such as footballs, basketballs, bats and balls to be kept in a box. Each year group to have their own equipment box. Wipe the equipment before and after use	Medium
		High	**Parents/Carers** • Encourage parents/carers to communicate with school staff by email/telephone to avoid unnecessary contact • Encourage parents/carers to queue outside reception in marked 2m spaces. There is clear guidance stating one person in reception at any one time. Do not let anyone in behind you/hold the door for someone behind you. • Encourage parents/carers to talk to their child(ren) about the importance of good hygiene	Medium

			• If it is necessary to meet parents/carers limit the amount of family members coming into school to one • Children and parents to use markings (2 metres apart) to line up to enter school (if required due to staggered opening times). • At pick up time the parent/carer will use markings outside classrooms and line up two metres apart • Parents/carers and visitors are to use markers outside of the office if waiting to come in • Face coverings can be worn by children and parents on arrival and collection. • Any parent/carer waiting to see staff should be directed to wait in a designated meeting room where possible, not in the reception area. • Parents must wear face coverings when entering any building. If they do not have one they can be asked to leave, unless they have a lanyard/GP letter stating they are exempt due to medical reasons.	
		High	**<u>Specific Alternative Provision/SEND Provision Risks</u>** • Where possible bring a small bag to school with necessary belongings, these must go home each day. • Hang coat/bag on own coat pegs. • All children must adhere to social distancing rules, if a child has difficulties with this then further adaptation will need to be made, where possible • Ensure all children understand expectations linked to all control measures by adapting forms of communication • Provide wipes/hand sanitiser in each room to be used regularly throughout the day • 2m guidance marks on floors/walls to maintain social distancing • Same rota of staff with children to stop contact with different staff members. • Risk assessments for those children with behavioural concerns to be reviewed in light of COVID. This is included on the child's PHP • Clearly mark individual workstations/equipment and wipe thoroughly before/after each rotation/session • Dedicated access zones for certain staff/children • Avoid positive handling to maintain social distancing unless anyone is in immediate danger which outbalances the need for social distancing	Medium

			• All smaller rooms labelled with the number of people who can use the room whilst maintaining social distancing • Staff to make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • No staff to transport children in their own cars	
		High	**Early Years** • Parents/carers to ensure the family have washed their hands before leaving the house • Posters displayed in each area of learning to control the number of children and staff in each area • Minimise contact and maintain social distancing where possible • 2m guidance markings on the floor to maintain social distancing whenever possible and practical • Limiting items that parents send in for their child(ren), e.g. toys, changing bags • Staff to work with the same children for each session, unless staff absent and changes required • Wipes/hand sanitiser available for all staff and children to use regularly throughout the day • Cleaning team to undertake thorough, enhanced daily clean adhering to the tick lists for the designated area • Parents, visitors, etc. will need to observe the strict social distancing guidelines when onsite at the nursery • All children to be dropped off and collected at the designated doors and stand on markings 2m apart. • If clothing comes into contact with bodily fluids or blood, clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing. The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate. Children can get changed in a private room with spare clean clothes from school. All spare clothes are clean and are stored in plastic lidded boxed. • If a child shows symptoms of the virus contact the parents/carers immediately. Whilst a child is awaiting collection, they should be moved, if	Medium

		Medium	possible and if appropriate, to a room where they can be isolated behind a closed door. This room is the "isolation room" located in the boardroom • No one must pick up or hold a baby except its parent/carer and a designated staff member **Visitors** • Spray bottle diluted with multipurpose liquid disinfectant cleaning products are available in the visitor toilet to use along with blue paper towels and gloves for the toilet seat. This product is suitable for schools and hospitals. • Hand washing at the sink with soap and water and around the school with foam wash is paramount to reduce the spread of germs and infection • Visitors cannot queue in the corridor or reception for the toilet. If these areas are full visitors must go and wait outside the office door or come back later. • Visitors are only permitted to use the visitor/disabled toilets. All other toilets around the school must not be used at any time. • Visitors must follow social distancing always and be aware that only one person can be in reception at one time. • Visitors must remain with the person they are visiting/be guided by the person they are visiting. • All visitors must complete a separate signing in sheet. This information will be held and you will be contacted should an outbreak of COVID happen within an area that could affect you. • Meeting rooms are set up to ensure safe social distance meetings can take place. Screens have been installed to ensure face to face meetings can take place, these screens must not be removed at any time. If they are removed or damaged please report to the Senior Business Manager immediately. Screens are also in place to ensure safe side by side working can take place. These screens must be used at all time unless you are within the same household. • Please ensure you read the Visitor protocol and take a copy with you. • All contractors and visitors will be asked by the person arranging their visits if they have been unwell and live with anyone who has unwell. We can refuse access to anyone – please speak to Caroline, Britta or Zoe if you feel we need to do this.	Low

			Outdoor in Early Years • Limit the number of staff/children in the outdoor areas • Zones marked out in the outdoor areas to limit congregations in line with social distancing guidance • All outdoor toys and vehicles to be wiped down before/after use Toilet/Intimate Care in Early Years • The toilet/changing area should be wiped down and disinfectant using standard cleaning products before and after use • Staff to wear aprons, gloves and masks for intimate care • Disposable gloves should be washed whilst wearing them and after taking them off wash hands with soap and water for 20 seconds then dry thoroughly • All aprons and gloves to be disposed of after the care of each child • Rigorous cleaning schedule to be followed and signed for in the toilet/changing area • A face mask should be worn, which will be kept by the adult for use throughout the day and discarded at the end of the day in a normal waste bin. Mealtimes/refreshments in Early Years • All food to be prepared onsite and children must not bring in any food from home unless in the form of a packed lunch. • Handwashing in place before and after mealtimes • Any cutlery and crockery will be washed thoroughly, ideally dishwash for snack time. • Clean all surfaces in the settings before/after mealtimes • Children to sit apart when eating lunch or mid-morning/afternoon snack	
Home visits		Medium	• All staff going to a child's home must let the office know where they are going • Keep in contact with the office • Follow the Home Visit risk assessment – it is your responsibility to ensure you are following the latest risk assessment • It is your responsibility to ensure you have the correct PPE for your home visits.	Low

Head of School:	Caroline Knight	**Signature:**		**Date:**	17/11/2021
Chair of Governors	Chris Fenwick	**Signature:**	Chris Fenwick	**Date:**	17/11/2021
Assistant Head	Vikki Eggleton	**Signature:**	V. Eggleton	**Date:**	17/11/2021
Senior Business Manager	Britta Dickinson-Fry	**Signature:**		**Date:**	17/11/2021.

		Consequence: What is the result of exposure to the hazard?				
		1 Insignificant First aid only	**2** Minor Medical attention	**3** Moderate Increased medical attention	**4** Major Severe health crisis	**5** Extreme Severe injury or death
Likelihood of occurrence	**1** Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High